

DRAFT — This document is not completed yet, but will give you an idea of how the system works.

Victims

Virginia Sexual & Domestic Violence Victims Fund

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Introduction

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The Virginia Sexual & Domestic Violence Victims Fund reporting system was created through the efforts of the Victims Services Section of the Department of Criminal Justice Services. It is a software system that will assist victim and prosecutor programs throughout Virginia in documenting services provided through the Virginia Sexual & Domestic Violence Victim Fund. Documentation of services provided through the VSDDVF will:

- Provide better data for improved needs assessments
- Provide concrete evidence of service provision to justify continuation of funding and need for additional funding
- Provide information for evaluation of victim and prosecutor programs and the services provided to victims of sexual violence, domestic violence, stalking, and family abuse
- Provide information about services/rights provided to victims of sexual violence, domestic violence, stalking, and family abuse, which can be used by the General Assembly as legislative changes are considered
- Enable victim and prosecutor programs to electronically submit Progress Reports and Summary Data files

The design of the SDVVF application has taken several months and it is hoped that you will find it easy to use. This application is, however, a work in progress and will be improved based on your feedback and requirements. DCJS encourages you to provide us with your comments and recommendations regarding this application.

Although every effort has been made to develop an error-free application that will assist you in documenting services provided through the Virginia Sexual & Domestic Violence Victim Fund, it is unlikely that this system is totally error free and that it will meet all unique processing requirements.

Minimum System Requirements

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Before installing the SDVVF reporting system, the computer should meet the following minimum system requirements:

- Windows 2000 or Windows XP
- MS Office 2000, 2002, or 2003
- MS Access 2000, 2002, or 2003
- Snapshot Viewer software (*)
- WinZip software
- 128 MB Memory (512 MB would be ideal)
- 75 MB free Hard Drive space
- 1024 x 768 pixels Display Area setting for your monitor

It is recommended that the following hardware be included on your PC:

- CD-RW drive

Note: Although minimum installation requirements for the SDVVF software hard drive space are rather small (about **5-10 MB**) your **DVVFDATABASEVS.mdb** database may be several times larger, depending on the number of summary records in the database. In addition, because the SDVVF reporting system creates several temporary tables for reporting and other purposes during processing, depending on the processing requirements, the actual hard drive space can be **20-30 MB**. Upon exiting SDVVF system, the compact/repair maintenance is automatically run and the hard drive space is reduced to **5-10 MB** (**This 5-10 MB does not include the size of the DVVFDATABASEVS.mdb database**).

The bottom line is 50-75 MB should be allocated to handle the hard drive space for the SDVVF system.

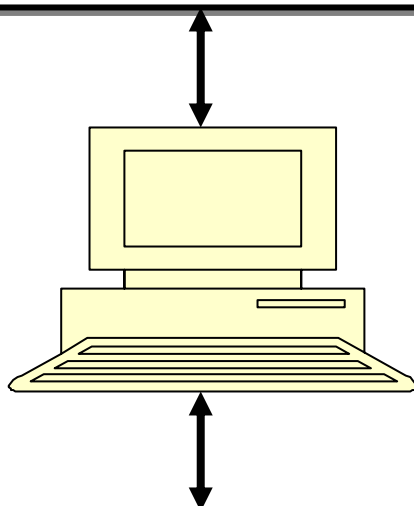
(*) A report snapshot is a file (.snp extension) that contains a copy of each page of a Microsoft Access report and that preserves the two-dimensional layout, graphics, and other embedded objects of the report.

Snapshot Viewer is a program that you can use to view, print, and mail a snapshot, such as a report snapshot. By default, Snapshot Viewer is automatically installed by MS Access the first time you create a report snapshot. In some cases you may have to insert the MS install CD for the software to be installed.

Standalone Environment – Critical files are highlighted in **red** and **underlined**. SDVVF system will not function properly without them.

C:\DVVFVS (On a standalone PC)

- **DVVFVS.mde** (Front-end application with all of the forms, reports, etc.)
- **DVVFVSEMAIL.mdb** (Temporary database for SDVVF summary data)
- **SYSTEM.mdw** (MS Access workgroup file)
- SDVVFVS User's Manual .doc (SDVVFVS User Manual for Victim Programs)
- DVVFVS Shortcut (Example shortcut to open DVVFVS system)



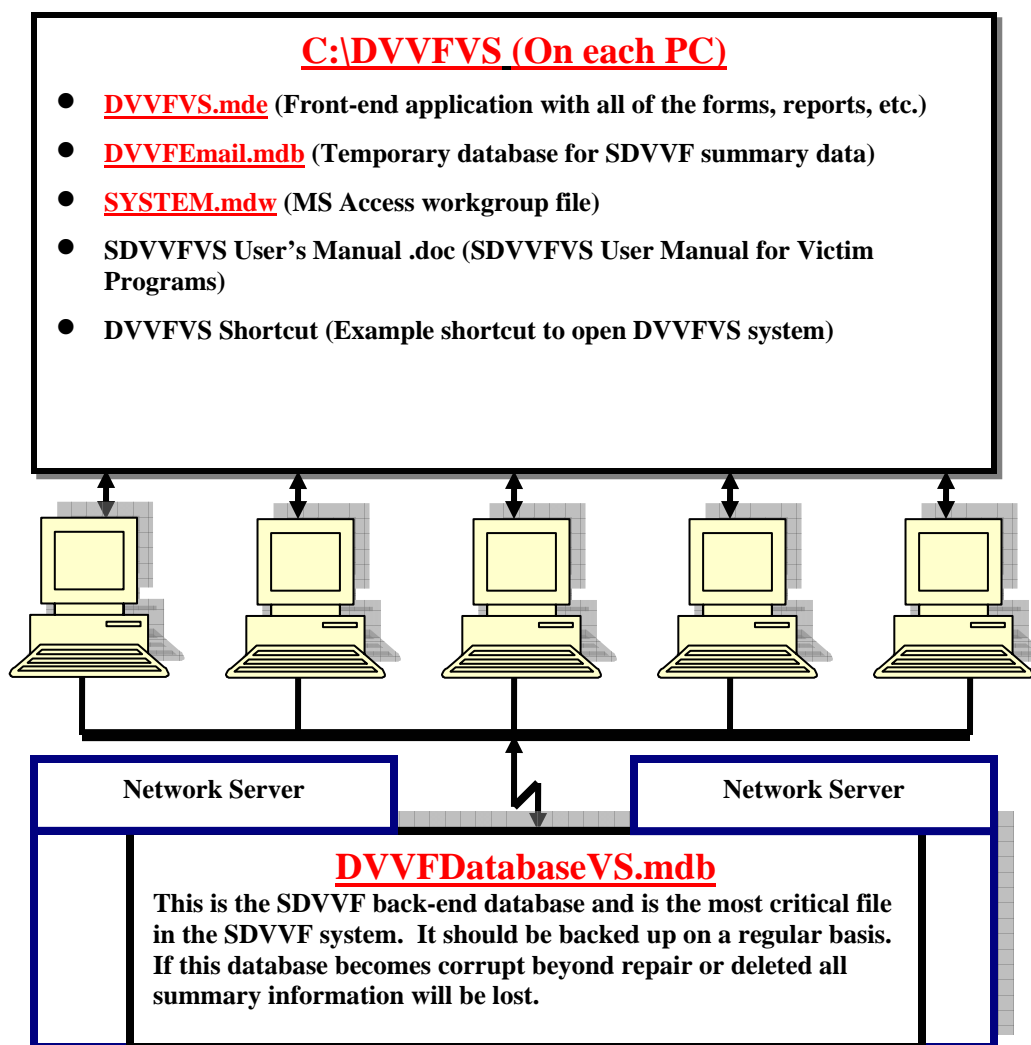
C:\DVVFVS (On a standalone PC)

- **DVVFDatabaseVS.mdb** – This is the SDVVF back-end database and is the most critical file in SDVVF system. It should be backed up on a regular basis. If this database becomes corrupted beyond repair or deleted all summary information will be lost.

The following files are created in the C:\DVVFVS folder when the Progress Report is run.

- **DVVFVSEMAIL 06-A9999VW04-1.replace** - This is a (.mdb) file created in the Progress Report process and contains summary data to be sent to DCJS on a quarterly basis. The example above is for fiscal year 06 and the (-1) is for quarter one. The extension of (.replace) is used vs. (.mdb) to allow the user to send the file via email and circumvent virus protection software.
- **DVVFVSGMIS 06-A9999VW04-1.snp** – This is a snapshot of the Progress Report and is automatically generated in the Progress Report process. It will be uploaded into the on-line GMIS system.

Network Environment – Critical files are highlighted in **red** and **underlined**. SDVVF system will not function properly without them.



The following files are created in the C:\DVVF folder when the Progress Report is run.

- DVVFVSEMAIL 06-A9999VW04-1.replace - This is a (.mdb) file created in the Progress Report process and contains summary data to be sent to DCJS on a quarterly basis. The example above is for fiscal year 06 and the (-1) is for quarter one. The extension of (.replace) is used vs. (.mdb) to allow the user to send the file via email and circumvent virus protection software.
- DVVFVSGMIS 06-A9999VW04-1.snp – This is a snapshot of the Progress Report and is automatically generated in the Progress Report process. It will be uploaded into the on-line GMIS system.

Installing DVVF system from the DCJS website:

<http://www.dcjs.virginia.gov/victims/sdvvf/download.cfm>

Step 1: Log off the SDVVF system

Step 2: Log onto the Internet

Step 3: Enter “<http://www.dcjs.virginia.gov/victims/sdvvf/download.cfm>”

Step 4: Click on “Download the SDVVF system self-extracting file for Victim Programs”

Step 5: ‘WinZip Self-Extractor’ form will appear, then

- (a) Click “OK”
- (b) Click “UnZip”
- (c) When “5 files(s) unzipped successfully” appears click “OK”
- (d) Click “Close”

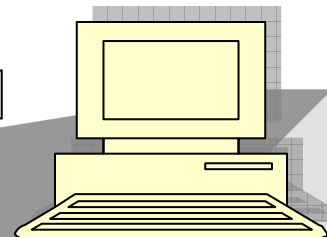
At this point the SDVVF system has been installed on your PC, in folder C:\DVVFVS.

Step 6: Are you a new user or need to set up shortcut(s) to use SDVVF?

- If “YES” continue with “[Setting up the DVVF shortcut\(s\)](#)” (page 8).
- If “NO” you are ready to use SDVVF system.

Note: Your screen options may be slightly different than the above, but for the most part should be essentially the same. You may get a screen concerning security warnings – normally you would just press the “Run” button or “Ok” to continue.

If you have any questions call your DCJS Monitor for assistance.

Initial Installation/Installing Upgrades/Setting up the SDVVF shortcut(s):[Table Of Contents](#)

- **Initial Installation (Important:** After the initial installation of this CD do not install the system using this CD again because it will replace the **DVVFDatabaseVS.mdb** database.)

The **initial installation** of the SDVVF system will be done using a CD. The CD contains two WinZip Self-extractor files. One WinZip Self-Extractor file, when opened, will install six (6) files in folder C:\DVVFVS. The other WinZip Self-Extractor file, when opened, will install the SDVVF Shortcut on your desktop. The DVVFVS Shortcut is one of the six (6) files installed on your PC in folder C:\DVVFVS. The following six (6) file will be installed in folder C:\DVVFVS.

- DVVFVS.mde - (Front-end application with all of the forms, reports, etc.)
- DVVFEVSMAIL.mdb - (Temporary database for CIMS summary data)
- SYSTEM.mdw - (MS Access workgroup file)
- DVVFDatabaseVS.mdb - (Critical database used to contain all of the date entered into the system)
- SDVVFVS User's Manual .doc - (SDVVFVS User Manual for Victim Programs)
- DVVFVS Shortcut - (Example shortcut to open SDVVFVS system)

In a networking environment file **DVVFDatabaseVS.mdb** should be moved to a network server by your IT staff. The original **DVVFDatabaseVS.mdb** file, in folder C:\DVVFVS, should be deleted – important: Do not leave a copy of the **DVVFDatabaseVS.mdb** file in folder C:\DVVFVS in a networking environment.

- **Downloading new releases/fixes from the DCJS website**

When downloading new release/fixes from the DCJS website five (5) files will be downloaded. The only file that will not be downloaded is the **DVVFDatabaseVS.mdb** database.

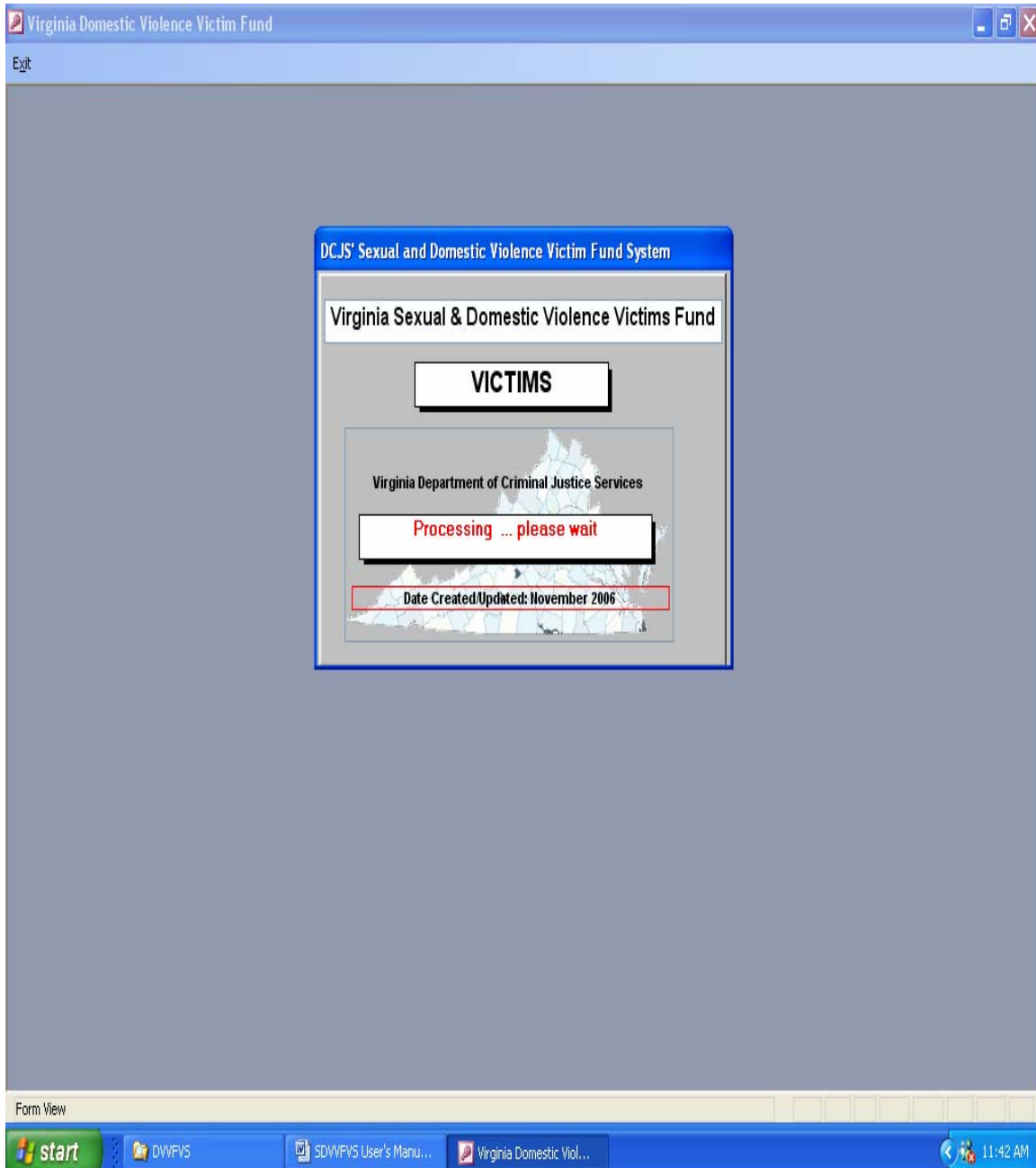
- **Setting up the SDVVF Shortcut**

Because the SDVVF Shortcut is installed on your desktop during the initial installation the only time you will have to install the shortcut is when a new PC is installed or there is a need to modify the shortcut due to your unique configuration. This would normally happen if you have more than one copy of MS Access on your PC and one of the copies is an old version of MS Access (MS Access 97). The DVVF system will not function using MS Access 97.

To manually set up the shortcut “**DVVF Shortcut**” use the example in folder **C:\DVVFVS**. If modifications are needed change the target to open file **DVVF.mde** in folder C:\DVVFVS.

SDVVFVS – VICTIMS User's Manual

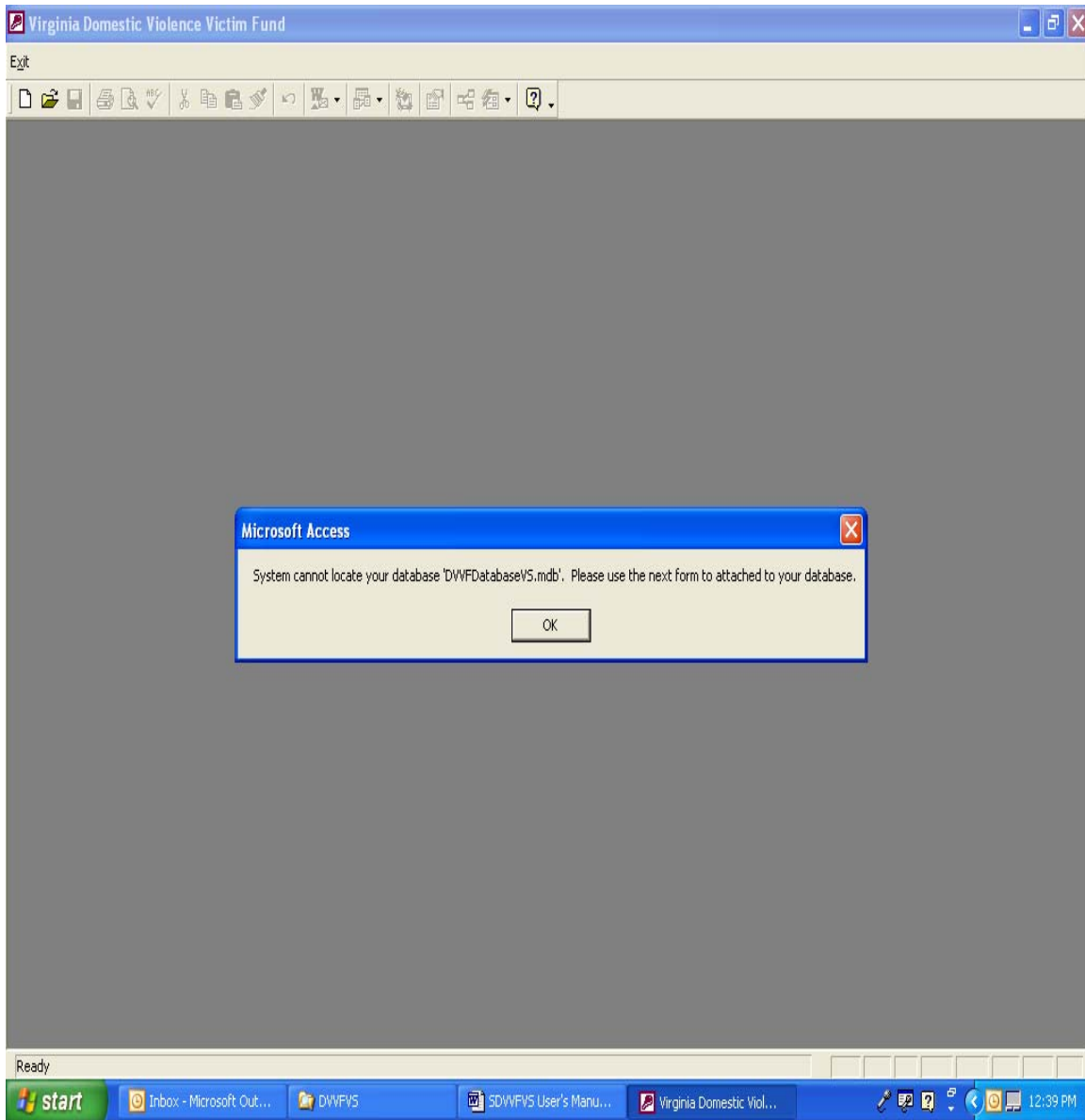
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Splash screen – this is the first form in the system – no action is required. System will automatically display the Main Switchboard in a few seconds.

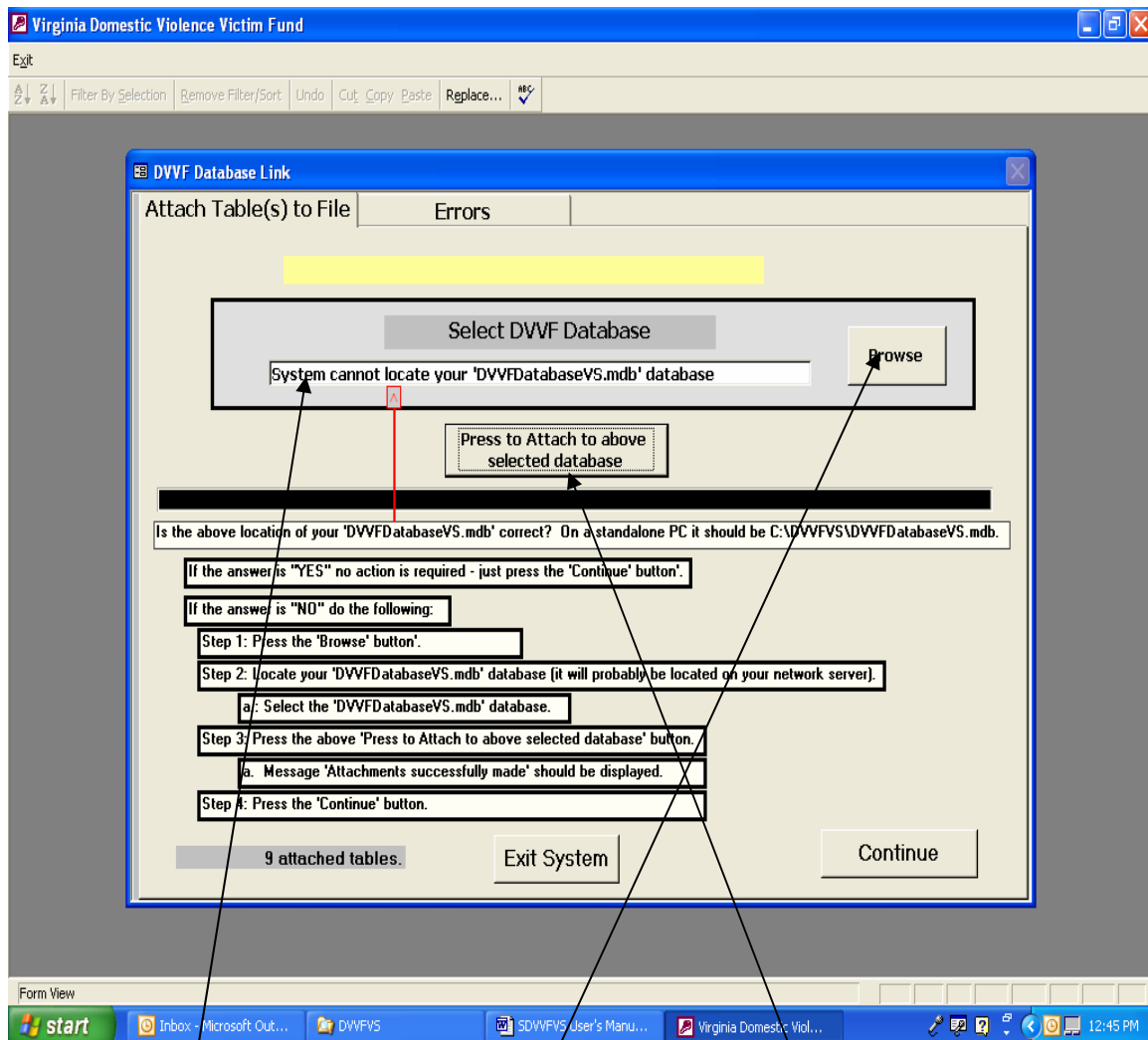
SDVVFVS – VICTIMS User's Manual

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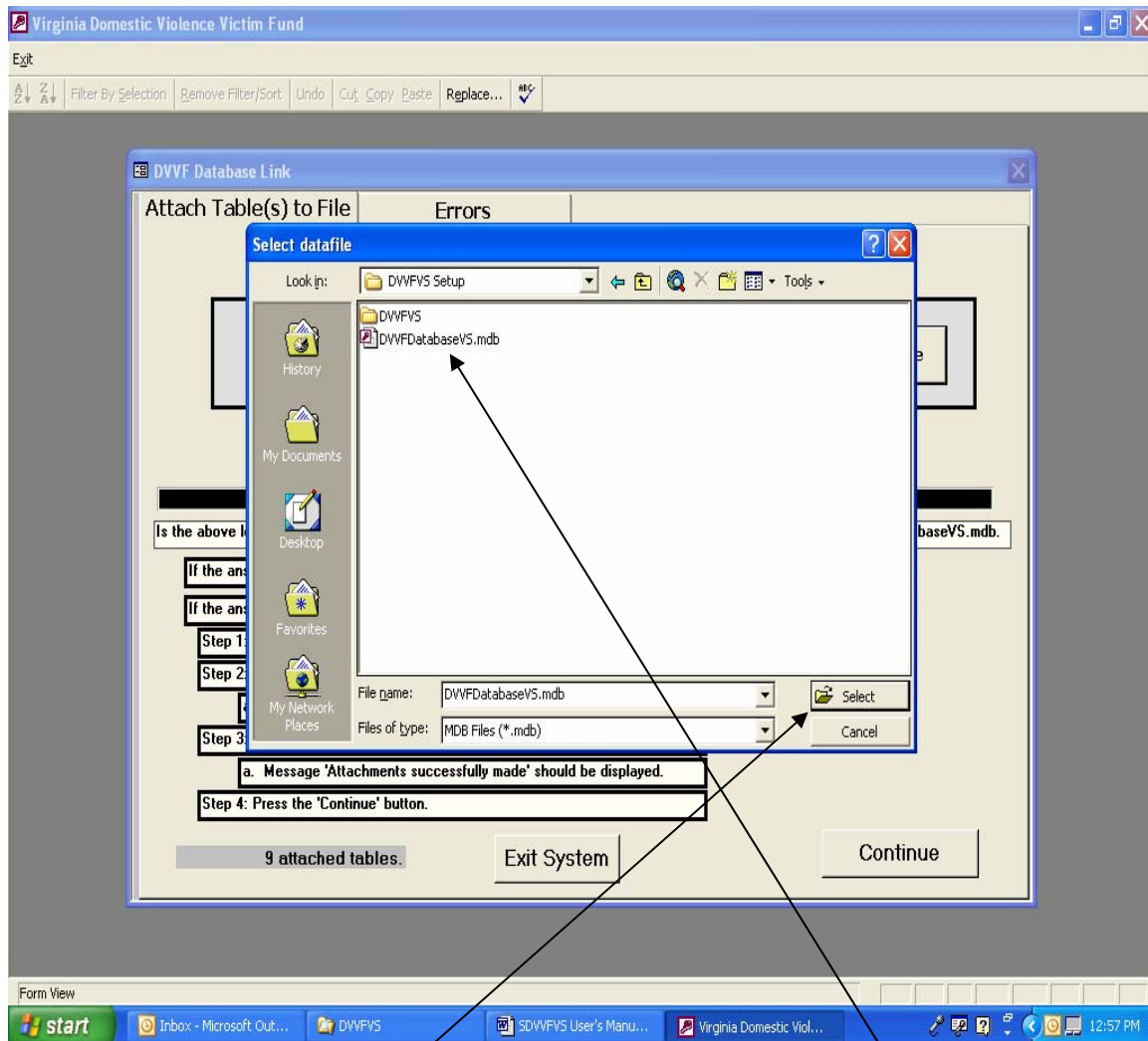
This screen will be displayed on initial installation of the SDVVF system and when the system is downloaded from the DCJS website.

This is not an error. Check the next page for instructions.



Notice that the system cannot locate your database:

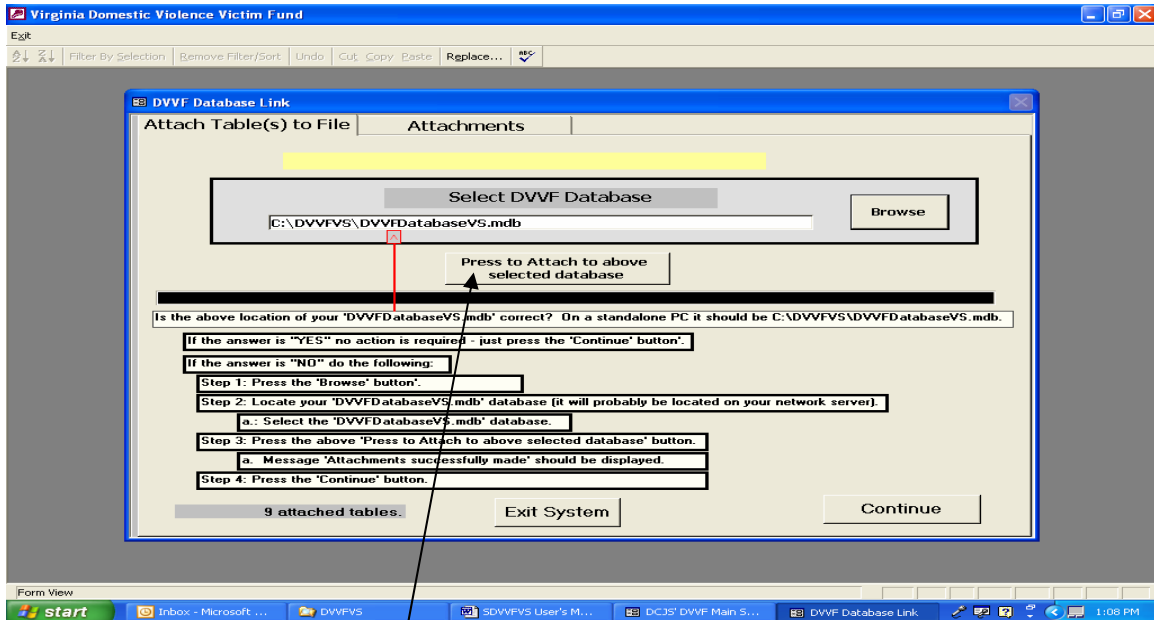
- You must let the system know where the database is located.
 - Press the **“Browse”** button and select the location of the database. The **“Select datafile”** screen on the next page will be displayed and will allow you to locate the database.
 - After locating the database press the **“Press to Attach to above selected database”** button.
 - When you let the system know where the database is located the system is ready for use.



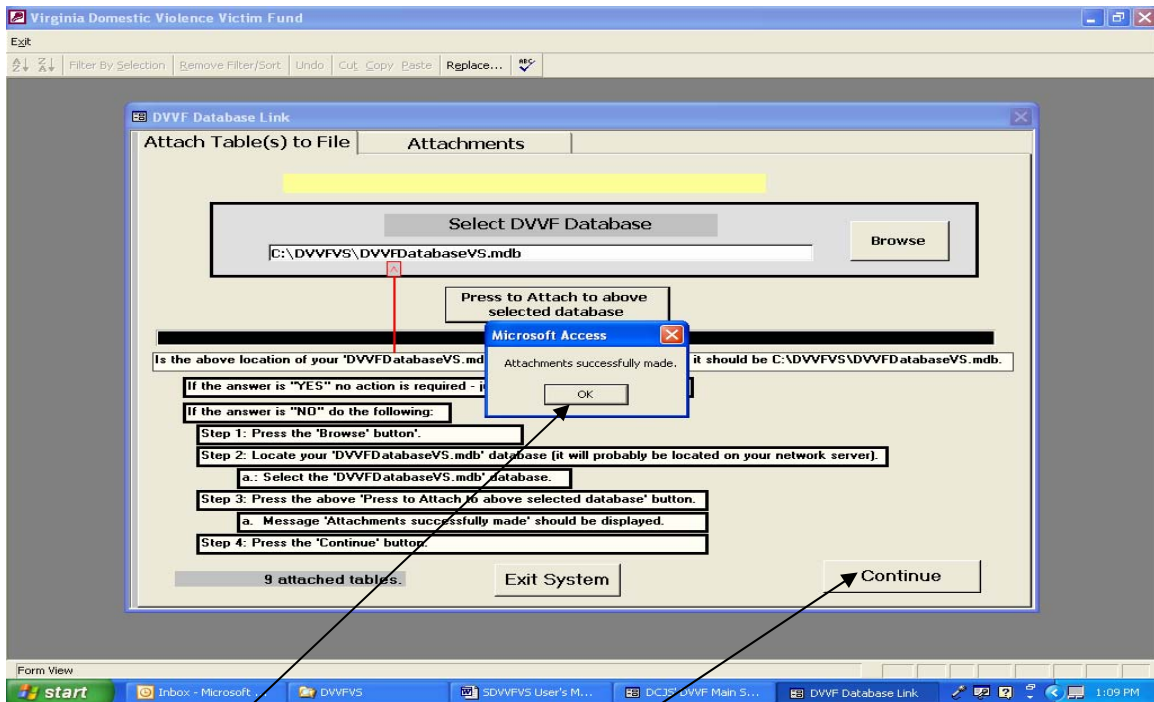
After pressing the “**Browse**” button in the previous screen the above “Select datafile” screen is displayed.

At this point you must locate your “**DVVFDatabaseVS.mdb**” database. In the above example the database is in a folder named “DVVFVS Setup”. Click on the **database** and press the “**Select**” button.

If you do not know where your database is located check with your IT staff. In a standalone environment the database should be in folder C:\DVVFVS. In a networking environment the database will be on a network server.



Press the “Press to Attach to above selected database” button.



Above message will be displayed if successful.

Press the “OK” button, and then the “Continue” button. If the attachment was made successfully the next screen will be displayed. If an error occurs call DCJS for assistance.

SDVVFVS – VICTIMS User's Manual

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Microsoft Access

Exit

DCJS' DVVF Main Switchboard

Victims - Sexual & Domestic Violence Victims Fund System Rel 1.05

Saturday, November 25, 2006

Data Entry

Grant Number

Reports

Tools

Set Up New Grant Number

Attach/Verify Location of Database

Correct Invalid Grant Number

DCJS LINKS

DCJS: <http://www.dcjs.virginia.gov/>

Download SDVVF: <http://www.dcjs.virginia.gov/victims/sdvf/download.cfm>

User's Manual

Victims User's Manual.doc

Microsoft System Info

Exit

Form View

start DWVFS DWVFS : Database (...) DCJS' DVVF Main Swit... SDVVFVS User's Manu... 6:57 PM

At the beginning of each calendar year set up the new grant number.

SDVVF Victims Services Set Up [Close]

Display/Select Current Grant Numbers (OPTIONAL): [v]

Grant Number

Year	Alpha Char.	Grant #	Locality Name
[v]	[v]	[v]	[v]

Option A: [v] [v] [v] = [v] [v]

Set Up New Grant Number

Step 1: Select the 'Year', 'Alpha Char.', 'Grant #' from the drop down boxes, and then enter your 'Locality Name'.

Step 2: Press the "Set Up New Grant Number" button.

Option B: [v] [v] Change Locality Name Only

Change Locality Name

Step 1: Select the grant number from the drop down box.

Step 2: Enter the new location name in the 'Change Locality Name Only' field.

Step 3: Press the 'Change Location Name' button.

Option C: [v] **Correct Grant Number**

Option A: To set up a new grant number:

- Step 1: Select the year from the drop down box.
- Step 2: Select the alpha character from the drop down box.
- Step 3: Enter your four-digit grant number.
- Step 4: Press the "Set Up New Grant Number" button.

Note: After the "Set Up New Grant Number" button is pressed the grant number and location will be included in Option B "Change Location Name Only" field for information. You do not have to press the "Change Location Name" button.

The screenshot shows the 'frmDVVFVictimsSetUp : Form' window titled 'SDVVF Victims Services Set Up'. It includes a 'Close' button in the top right. Below the title bar is a menu bar with 'Exit', 'Filter By Selection', 'Remove Filter/Sort', 'Undo', 'Cut', 'Copy', 'Paste', 'Replace...', and 'ABC'. The main form area is divided into three sections: Option A, Option B, and Option C. Option A is for setting up a new grant number, Option B is for changing the locality name only, and Option C is for correcting a grant number. Each section has a 'Grant Number' section with 'Year', 'Alpha Char.', and 'Grant #' dropdowns, and a 'Locality Name' text field. Option B also has a 'Change Locality Name Only' text field. Arrows point from the text instructions below to the corresponding fields and buttons in the form.

Option A: Set Up New Grant Number

Display/Select Current Grant Numbers (OPTIONAL):

Grant Number

Year	Alpha Char.	Grant #
<input type="text"/>	<input type="text"/>	<input type="text"/>

Locality Name

Step 1: Select the 'Year', 'Alpha Char.', 'Grant #' from the drop down boxes, and then enter your 'Locality Name'.

Step 2: Press the "Set Up New Grant Number" button.

Option B: Change Locality Name Only

Grant Number

Change Locality Name Only

Change Locality Name

Step 1: Select the grant number from the drop down box.

Step 2: Enter the new location name in the 'Change Locality Name Only' field.

Step 3: Press the 'Change Location Name' button.

Option C: Correct Grant Number

Correct Grant Number

Option B: To change the location (program) name:

Step 1: Select the grant number from the drop down box.

Step 2: Enter the location (program) name.

Step 3: Press "Change Location Name" button.

SDVVF Victims Services Set Up [Close]

Display/Select Current Grant Numbers (OPTIONAL): [v]

Grant Number

Year	Alpha Char.	Grant #	Locality Name
[v]	[v]	[v]	[v]

Option A: [Set Up New Grant Number]

Step 1: Select the 'Year', 'Alpha Char.', 'Grant #' from the drop down boxes, and then enter your 'Locality Name'.

Step 2: Press the "Set Up New Grant Numer" button.

Option B:

Grant Number [v] **Change Locality Name Only** [v]

[Change Locality Name]

Step 1: Select the grant number from the drop down box.

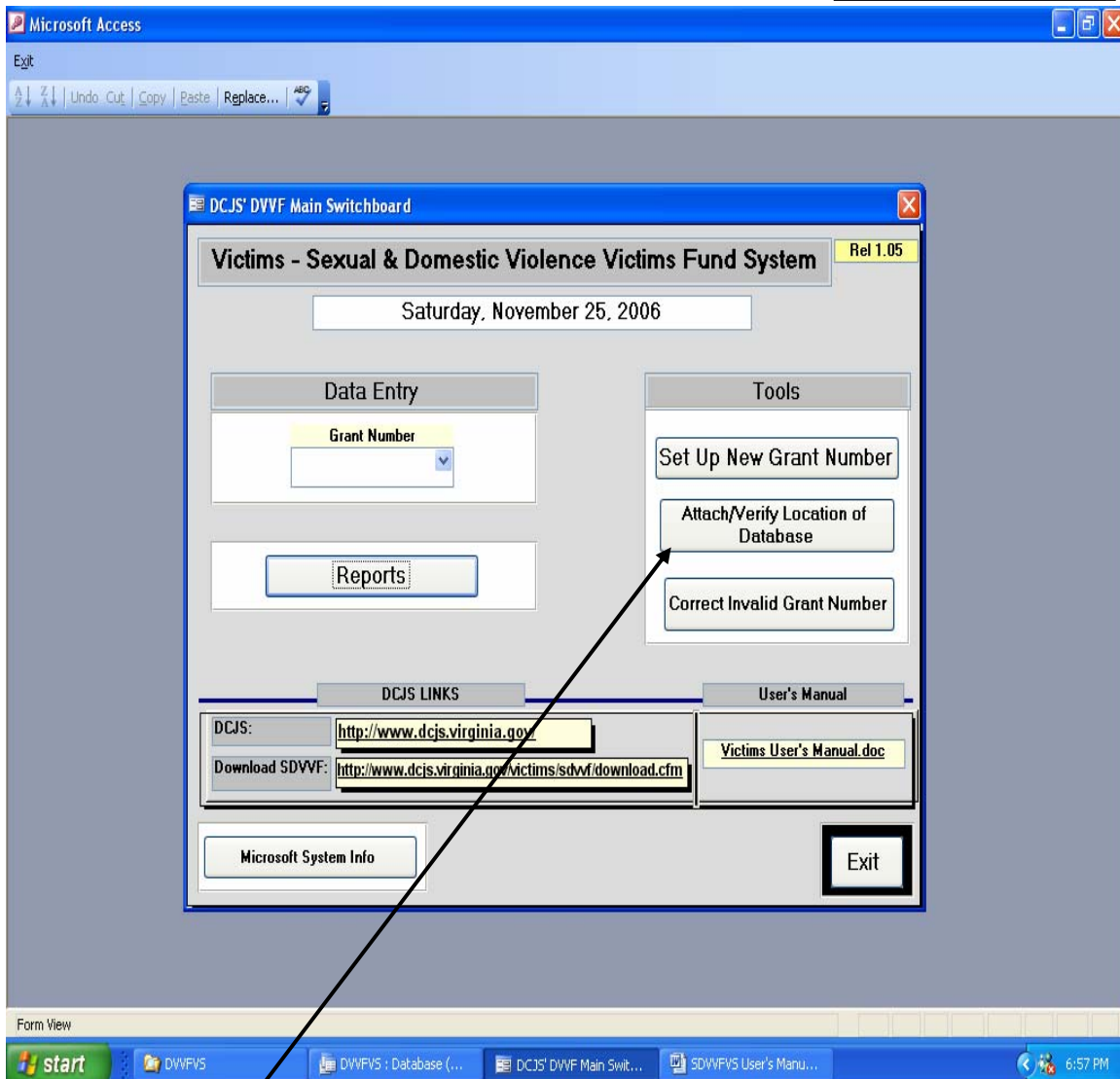
Step 2: Enter the new location name in the 'Change Locality Name Only' field.

Step 3: Press the 'Change Location Name' button.

Option C: [Correct Grant Number]

Option C: To correct an invalid grant number:

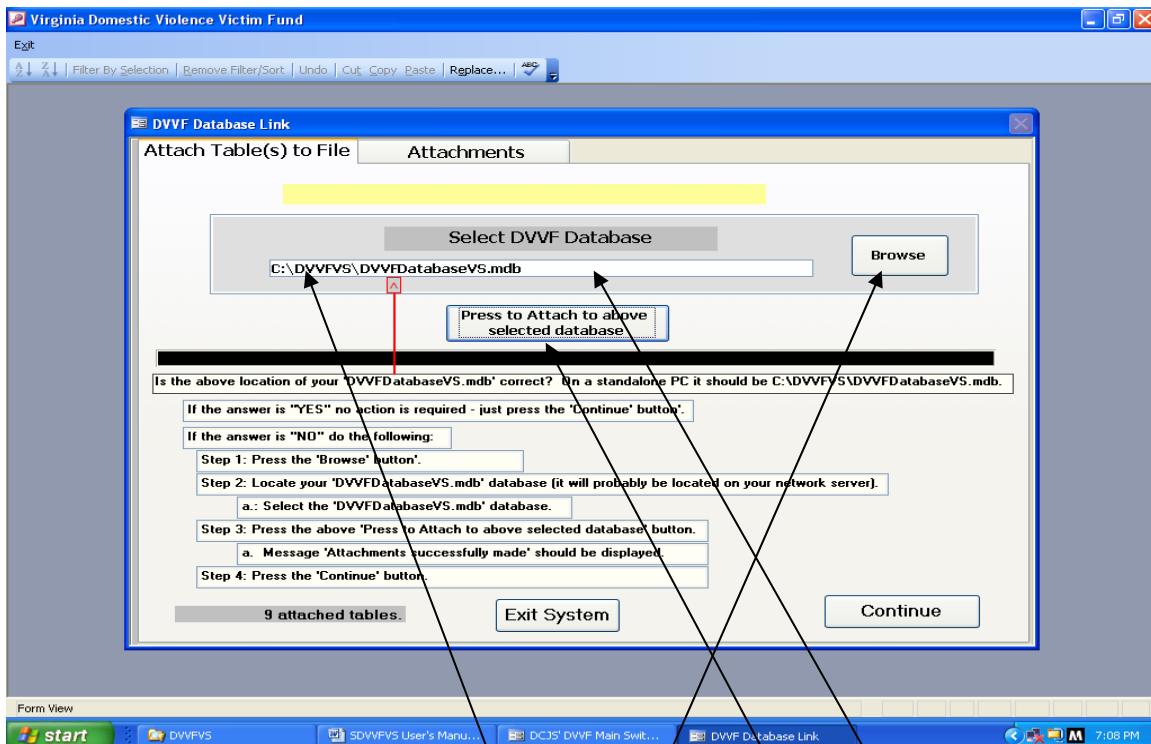
Press the “Correct Grant Number” button. See page 21 for additional information.



Attach/Verify Location of Database:

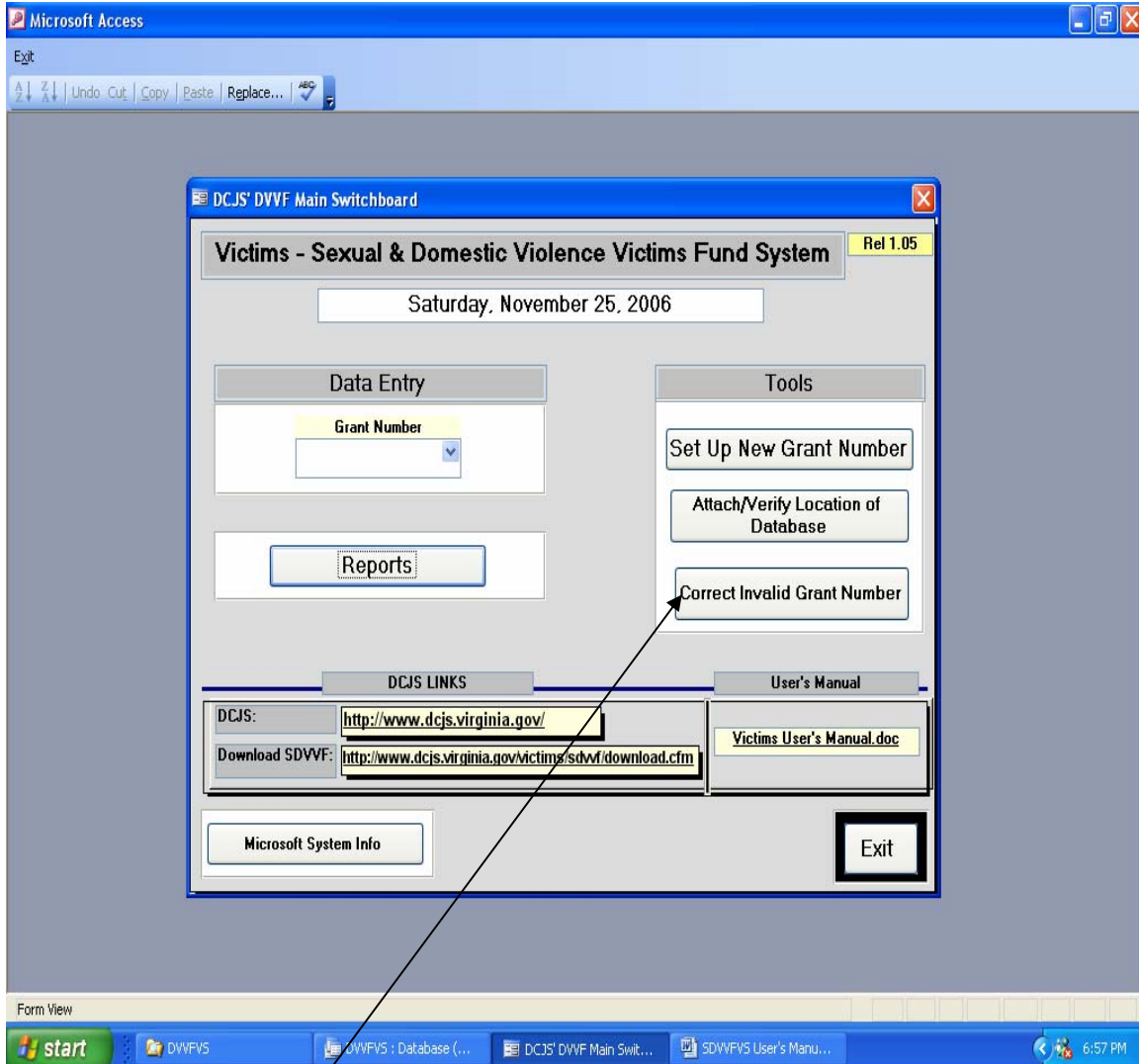
The default location of the “DVVFDatabaseVS.mdb” database is in folder **C:\DVVFVS**. If the “DVVFDatabaseVS.mdb” database is on a network server you must attach to the database before you can use the system.

Critical: If the “DVVFDatabaseVS.mdb” is located on a network server it is critical that a copy of the database is not in folder **C:\DVVFVS**. If this happens the wrong database will be used when the system is opened because the system will always default to folder **C:\DVVFVS** to find the database.



This form is used for two purposes:

- To **verify** the location of the “**DVVFDatabaseVS.mdb**” database. In the above example the location of the database is in folder “**C:\DVVFVS.**” If the location is correct press the “**Continue**” button.
- If the location of the database is not in folder “**C:\DVVFVS**” you must let the system know where the database is located.
 - There are two ways to let the system know where the database is located.
 - If you know the entire path of the location of your database you can enter it in the above **box** and press the “**Press to Attach to above selected database**” button.
 - If you do not know the path of the location you can press the “**Browse**” button and select the location of the database. A “**Select datafile**” form will be displayed that will allow you to locate the database on the network server. After locating the database press the “**Press to Attach to above selected database**” button.
 - When you let the system know where the database is located the system is ready for use.
- This process will be required on the initial installation of the system and when a new release is downloaded from the DCJS web site.



Correct Grant Number:

If an invalid grant number was entered it can be corrected by pressing the **“Correct Grant Number”** button.

In the above example grant number “06-A1111DV06” was set up incorrectly and should have been “06-A8888DV06”.

- Step 1: Select the incorrect grant number “06-A1111DV06”.
- Step 2: Enter the correct grant number “06-A8888DV06” (Year, Alpha Char., and four digit grant number.
- Step 3: Press the “**Correct Grant Number**” button.

After pressing the “Correct Grant Number” button all records with invalid grant number “06-A1111DV06” are changed to the correct grant number “06-A8888DV06”.

Microsoft Access

Exit

Undo, Cut, Copy, Paste, Replace...

DCJS' DVVF Main Switchboard

Victims - Sexual & Domestic Violence Victims Fund System Rel 1.05

Saturday, November 25, 2006

Data Entry

Grant Number

Tools

Set Up New Grant Number

tblGrantNumber	tblYear	tblQuarter	LocName
06-A8888DV06	2006	1	Sweetwater
06-A8888DV06	2006	2	Sweetwater
06-A8888DV06	2006	3	Sweetwater
06-A8888DV06	2006	4	Sweetwater

DCJS LINKS

DCJS: <http://www.dcs.virginia.gov/>

Download SDVVF: <http://www.dcs.virginia.gov/victims/sdvvf/download.cfm>

User's Manual

Victims User's Manual.doc

Microsoft System Info

Exit

Form View

start DWVFVS DWVFVS : Database (...) DCJS' DVVF Main Swit... SDVVFVS User's Manu...

7:04 PM

Data Entry:

Click on the '**Grant Number**' drop down box and select the grant number (grant number, year, and quarter) of your choice.

Microsoft Access - [frmDVFVictimsServices]

Grant Number: 06-A8888DV06 Year: 2006 Quarter: 1 Locality: Sweetwater

General People Trained Training Response Protocols Served Demographics Relationship Not Served Provided Civil Legal/Shelter/Protection Narrative

What does the 'Refresh' button do Refresh

Reporting Period 7/1 - 9/30: ☒ Reporting Period 10/1 - 12/31: ☐ Position Funded: Paralegal Full/Part Time: Full-time

Person Completing Report

Last Name: Smith First: Pat MI: E

Address: 9999 W. Broad St.

City: Sweetwater State: VA Zip Code: 99999

Phone: (804) 999-9999 Fax: (804) 999-9999

Email: pat.smith@sweetwater.net

1. What percentages of your SDVVF grant funds were directed to each of these areas?

Sexual assault: 25 Domestic violence: 25 Stalking: 50 Total Percent: 100

Reports Close

Last Name Person Completing Report

start DWVFC DWVFS : Database (...) DCJS' DWF Main Swit... frmDVFVictimsServices SDVVFVS User's Manu... 7:12 PM

This is an example of the “General” tab for quarter 1, reporting period 7/1-9/30.

Notice that there are several other tabs available for data entry (People Trained, Training, Response, Protocols, Served, Demographics, Relationship, Not Served, Provided, Civil Legal/Shelter/Protection, and Narrative).

The examples are for illustration purposes only.

Microsoft Access - [frmDVVFVictimsServices]

Grant Number: 06-A8888DV06 Year: 2006 Quarter: 1 Locality: Sweetwater

General People Trained Training Response Protocols Served Demographics Relationship Not Served Provided Civil Legal/Shelter/Protection Narrative

2. Training provided with DVVF program grant funds Refresh

Total number of training events provided: 6

3. Number of people trained

People Trained	Hours
Attorneys/law students	2
	0
Attorneys/law students	
Batterer Intervention Program staff	
Community advocacy organization staff (NAACP, NAMI)	
Correction personnel (probation, parole, and correctional facilities)	
Court personnel (judges, clerks)	
Disability organization staff (non-governmental)	
Domestic violence program staff	
Elder organization staff (non-governmental)	
Faith-based organization staff	
Government agency staff (vocational rehabilitation, food stamps, TANF)	
Health professionals (doctors, nurses)	
Immigrant organization staff (non-governmental)	
Law enforcement officers	
Legal services staff	
Mental health professionals	
Other1	
Other2	
Other3	
Other4	
Other5	

Record: Close

Form View

start DVVFPC DVVFVS : Database (... DCJS' DVVF Main Swit... frmDVVFVictimsServices SDVVFVS User's Manu... 7:15 PM

This is an example of the “**People Trained**” tab. In this example the drop down box was pressed and “Attorneys/Law students” was selected and 2 hours was entered in the hours box.

Multiple selections can be made depending on requirements.

Microsoft Access - [frmDVVFVictimsServices]

Grant Number: 06-A8888DV06 Year: 2006 Quarter: 1 Locality: Sweetwater

General People Trained **Training** Response Protocols Served Demographics Relationship Not Served Provided Civil Legal/Shelter/Protection Narrative

4. Training Content Areas

Sexual Assault, domestic violence, and stalking

- ☒ Advocate response
- ☒ Child Witnesses
- ☒ Confidentiality
- ☐ Dating violence overview, dynamics and services
- ☐ Mandatory reporting requirements
- ☐ Safety planning for victims/survivors
- ☒ Sexual assault overview, dynamics and services
- ☐ Stalking over, dynamics and services
- ☒ Supervised visitation and exchange
- ☒ Other

Other Desc:

Justice System

- ☒ Civil court procedures
- ☐ Criminal court procedures
- ☐ Domestic violence statutes/codes
- ☐ Firearms and domestic violence
- ☐ Immigration
- ☒ Identification and arrest of predominant aggressor
- ☒ Judicial response
- ☐ Law enforcement response
- ☐ Pro-arrest policies
- ☐ Probation response
- ☐ Prosecution response
- ☐ Protection orders (including full faith and credit)
- ☒ Sexual assault statutes/codes
- ☐ Sexual assault forensic examination
- ☒ Stalking statutes/codes
- ☒ Tribal Jurisdiction and Public Law 280
- ☐ Other

Other Desc:

Underserved populations

- ☐ live in rural areas
- ☐ are American Indian or Alaska Native
- ☒ are Asian
- ☒ are Black or African-American
- ☐ are disabled
- ☒ are Elderly
- ☐ are Hispanic or Latino
- ☐ are institutionalized or isolated
- ☐ are homeless are living in poverty
- ☐ are immigrants, refugees, or asylum seekers
- ☐ are lesbian, gay, bisexual, transgender or intersex
- ☐ are Native Hawaiian or other Pacific Islander
- ☐ have mental health problems
- ☐ have substance abuse problems
- ☐ Other

Other Desc:

Community response

- ☐ Coordinated community response
- ☒ Response teams (DART, DWRT, SART)
- ☒ Technology
- ☐ Equipment
- ☐ Other

Other Desc:

Refresh

Close

Form View

start DWVFC DWVFS : Database (... DCJS' DWV Main Swit ... frmDVVFVictimsServices SDVVFVS User's Manu ... 7:17 PM

This is an example of the “Training” tab. In this example the appropriate boxes were checked for “**Training Content Areas**”.

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Microsoft Access - [frmDWFVictimsServices]

Exit

Undo Cut Copy Paste Replace... ABC

Grant Number: 06-A888DV06 Year: 2006 Quarter: 1 Locality: Sweetwater

General People Trained Training **Response** Protocols Served Demographics Relationship Not Served Provided Civil Legal/Shelter/Protection Narrative

Refresh

5. Coordinated community response activities for the current reporting period

Agency/organization	Victim/survivor referrals, consultations, technical assistance			Meetings		
	Daily	Weekly	Monthly	Weekly	Monthly	Quarterly
Batterer intervention program	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Community advocacy organization (NAACP, NAMI)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Corrections (probation, parole and correctional facility staff)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Court	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Domestic violence organization	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Faith-based organization	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Health/mental health organization	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Law enforcement	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Legal services organization	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Prosecutor	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sexual assault organization	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Social service organization	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Victim/Witness	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Other Desc:

Close

Form View

start DWFPFC DWFPVS : Database (...) DCJS' DWF Main Swit... frmDWFVictimsServices SDVFPVS User's Manu... 7:19 PM

This is an example of the “**Response**” tab. In this example the appropriate boxes were checked.

Microsoft Access - [frmDVVVictimsServices]

Grant Number: 06-A8888DV06 Year: 2006 Quarter: 1 Locality: Sweetwater

General People Trained Training Response **Protocols** Served Demographics Relationship Not Served Provided Civil Legal/Shelter/Protection Narrative

6. Types of protocols and/or policies developed, substantially revised or implemented during the current reporting period Refresh

Victim Services <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Appr. response to underserved population <input type="checkbox"/> Appropriate response to victims/survivors who are elderly or have disabilities <input checked="" type="checkbox"/> Confidentiality <input type="checkbox"/> Mandatory training standards for staff and volunteers <input type="checkbox"/> Staff, board, and/or volunteers represent the diversity of your service area <input type="checkbox"/> Victim/survivor informed about Crime Victims Compensation and Victim Impact <input type="checkbox"/> Other 	Law Enforcement (Cont) <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Sexual assault policies <input type="checkbox"/> Other Other Desc: 	Courts (Cont) <ul style="list-style-type: none"> <input type="checkbox"/> No charge to victims/survivors for any costs related to prosecution of a sexual assault and/or domestic violence offense or to obtaining a protection order <input checked="" type="checkbox"/> Policy against mutual restraining orders <input type="checkbox"/> Procedures for courtroom security <input checked="" type="checkbox"/> Standard protection order form <input type="checkbox"/> Other Other Desc:
Law Enforcement <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Appr. response to underserved population <input type="checkbox"/> Appropriate response to victims/survivors who are elderly or have disabilities <input checked="" type="checkbox"/> Identifying predominant aggressor/discouraging dual arrest <input type="checkbox"/> Immediate access to protection order infor. <input checked="" type="checkbox"/> Mandatory training on sexual assault, domestic violence, and/or stalking <input type="checkbox"/> No victims/survivors polygraphed <input type="checkbox"/> No charge to victims/survivors for service of protection orders, warrants, or subpoenas <input checked="" type="checkbox"/> Pro-arrest/mandatory arrest <input type="checkbox"/> Protection order enforcement (including full faith and credit) <input type="checkbox"/> Providing information to victims/survivors about services <input type="checkbox"/> Officer involved domestic violence <input type="checkbox"/> Repeat offender 	Prosecution <ul style="list-style-type: none"> <input type="checkbox"/> Appr. response to underserved population <input checked="" type="checkbox"/> Appropriate response to victims/survivors who are elderly or have disabilities <input type="checkbox"/> Mandatory training standards for staff and volunteers <input checked="" type="checkbox"/> No victims/survivors polygraphed <input type="checkbox"/> No charge to victims/survivors for service of protection orders, warrants, or subpoenas <input type="checkbox"/> Vertical prosecution <input checked="" type="checkbox"/> Victim-witness notification <input type="checkbox"/> Violation of protection orders 	Probation and parole <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Appr. response to underserved population <input type="checkbox"/> Appr. response to victims/survivors who are elderly or have disabilities <input checked="" type="checkbox"/> Mandatory training on sexual assault, domestic violence, and/or stalking <input type="checkbox"/> Strategies to assist and protect victim/survivor during probation and parole <input checked="" type="checkbox"/> Victim notification <input type="checkbox"/> Other Other Desc:
	Courts <ul style="list-style-type: none"> <input type="checkbox"/> Accelerated trial schedules <input checked="" type="checkbox"/> Appr. response to underserved population <input type="checkbox"/> Appropriate response to victims/survivors who are elderly or have disabilities <input checked="" type="checkbox"/> Dedicated domestic violence docket <input type="checkbox"/> Full faith and credit for protection orders <input type="checkbox"/> Immediate access to obtaining protection orders <input checked="" type="checkbox"/> Judicial monitoring of sexual assault and/or domestic violence offenders <input type="checkbox"/> Mandatory training on sexual assault, domestic violence, and/or stalking 	Health care <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Advocate response to emergency room <input type="checkbox"/> Appr. response to underserved population <input type="checkbox"/> Appropriate response to victims/survivors who are elderly or have disabilities <input type="checkbox"/> Forensic exams not billed to victim/survivors <input checked="" type="checkbox"/> Mandatory training on sexual assault, domestic violence, and/or stalking <input checked="" type="checkbox"/> Routine screening and referrals for sexual assault, domestic violence, and/or stalking <input type="checkbox"/> Other Other Desc:

Close

Form View

start DWVFC DWVFS : Database (... DCJS' DWV Main Swit ... frmDWVVictimsServices SDVVFVS User's Manu ... 7:25 PM

This is an example of the “**Protocols**” tab. In this example the appropriate boxes were checked.

SDVVFVS – VICTIMS User’s Manual

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Microsoft Access - [frmDVVFVictimsServices]

Exit

Grant Number: 06-A888DV06 Year: 2006 Quarter: 1 Locality: Sweetwater

General People Trained Training Response Protocols **Served** Demographics Relationship Not Served Provided Civil Legal/Shelter/Protection Narrative

Refresh

7. Number of victims/survivors served, partially served, and victims/survivors not served

	Sexual Assault	Domestic Violence	Stalking
A. Served: Victims/survivors who received the service(s) they needed through your DVVF grant	4	8	1
B. Partially served: Victims/ssurvivors who received some service(s), but not all of the services they needed through your	1	2	0
C. Victims seeking services who were not served: Victims/survivors who sough services and did not receive the service(s) they needed through your DVVF grant	0	3	1
Total:	5	13	2
Grand Total:	20		

Close

Form View

start DWVFPC DWVFS : Database (...) DCJS' DWF Main Swit... frmDVVFVictimsServices SDVVFVS User's Manu... 7:26 PM

This is an example of the “**Served**” tab. In this example the appropriate numbers were entered.

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Microsoft Access - [frmDVFVictimsServices]

Exit

A Z Undo Cut Copy Paste Replace... ABC

Grant Number: 06-A8888DV06 Year: 2006 Quarter: 1 Locality: Sweetwater

General People Trained Training Response Protocols Served Demographics Relationship Not Served Provided Civil Legal/Shelter/Protection Narrative

8. Demographics of UNDUPLICATED victims served Refresh

Race/Ethnicity		Gender	
Black or African American:	6	Female:	16
American Indian and Alaska Native:	0	Male:	4
Asian or Asian American:	0	Unknown:	1
Native Hawaiian and other Pacific Islander:	0	Total:	21
Hispanic or Latino:	4	Other Demographics	
White:	10	People with limited English proficiency:	3
More than one race/ethnicity:	0	People who are immigrants/refugees/asylum seekers:	0
Unknown:	1	People who live in rural areas:	4
Total:	21	People with mental/emotional disabilities:	2
Age		People with physical/medical disabilities:	2
0-17:	4	Lesbian, gay, bisexual, or transgender:	0
18-24:	9	High risk (prostitutes, substance abusers, etc.):	0
25-44:	5	College students:	1
45-59:	1	Other:	4
60+:	2	Other Desc:	
Unknown:	0	Total:	16
Total:	21		

Close

Form View

start DWVFC DWVFS : Database (...) DCJS' DWV Main Swit... frmDVFVictimsServices SDVVFVS User's Manu... 7:31 PM

This is an example of the “**Demographics**” tab. In this example values were entered in the “**Black or African American**”, “**Hispanic or Latino**”, “**White**”, and “**Unknown**” fields. As soon as the cursor is moved from one field to another field the system automatically totals the “**Race/Ethnicity**” in the total field. Values were also entered in the “**Age**”, “**Gender**”, and “**Other Demographics**” fields. The system also includes a **warning message** letting the user know if the “**Race/Ethnicity**”, “**Age**” and “**Gender**” categories are not equal. In this example the user would enter the values as needed and make sure the “**Race/Ethnicity**”, “**Age**” and “**Gender**” categories are in balance.

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Microsoft Access - [frmDVFVictimsServices]

Exit

Undo Cut Copy Paste Replace... ABC

Grant Number: 06-A888DV06 Year: 2006 Quarter: 1 Locality: Sweetwater

General People Trained Training Response Protocols Served Demographics Relationship Not Served Provided Civil Legal/Shelter/Protection Narrative

Refresh

9. Victim's relationship to offender

Relationship to offender	Number of victims/survivors		
	Sexual Assault	Domestic Violence	Stalking
Current or former spouse	3	1	0
Current or former intimate partner or shares custody of a child with the offender	2	0	1
Parent or step-parent or guardian	0	1	0
Other family or household member (in-law, sibling, grandparent, etc.)	0	0	0
Dating relationship	1	0	0
Acquaintance (friend, neighbor, co-worker, schoolmate, etc.)	0	1	0
Stranger	0	0	0
Relationship unknown	0	0	0
Other	0	0	0
Other (specify): <input type="text"/>	Total: 6	3	1
Grand Total:		10	

Close

Form View

start DWVPC DWVFS : Database (DCJS' DWF Main Swit... frmDVFVictimsServices SDVVFVS User's Manu... 7:33 PM

This is an example of the “**Relationship**” tab. In this example the appropriate numbers were entered.

Microsoft Access - [frmDVVFVictimsServices]

Exit

A Z A Z Undo Cut Copy Paste Replace...

Grant Number: 06-A8888DV06 Year: 2006 Quarter: 1 Locality: Sweetwater

General People Trained Training Response Protocols Served Demographics Relationship Not Served Provided Civil Legal/Shelter/Protection Narrative

10. Reasons that victims/survivors seeking were not served or were partially served

Reason not served or partially served

☒ Program reached capacity

☐ Need not documented

☐ Did not meet eligibility or statutory requirements

☐ Program rules not acceptable to victim/survivor

☒ Services not appropriate for victim/survivor

☒ Transportation problems

☐ Conflict of interest

☐ Services inappropriate or inadequate for victims/survivors with substance abuse problems

☐ Services inappropriate or inadequate for victims/survivors with mental health problems

☐ Services not available for victims/survivors accompanied by male adolescents

☐ Inadequate language capacity (including sign language)

☐ Insufficient/lack of culturally appropriate services

☐ Insufficient/lack of services for people with disabilities

☐ Geographic or other isolation of victim/survivor

☒ Hours of operation

☒ Unable to contact for follow-up

☐ Other

Other Desc:

Refresh

Close

Form View

start DWVFC DWVFS : Database (...) DCJS' DWF Main Swit... frmDVVFVictimsServices SDVVFVS User's Manu... 7:34 PM

This is an example of the “**Not Served**” tab. In this example the appropriate boxes were checked.

Microsoft Access - [frmDVVFVictimsServices]

Exit

Undo Cut Copy Paste Replace...

Grant Number: 06-A8888DV06 Year: 2006 Quarter: 1 Locality: Sweetwater

General People Trained Training Response Protocols Served Demographics Relationship Not Served **Provided** Civil Legal/Shelter/Protection Narrative

Refresh

11. Victim services provided

Type of service	
Hotline calls: Crisis or information and referral calls received by an agency's hotline or office telephone	3
Crisis intervention: Crisis intervention is a process by which a person identifies, assesses, and intervenes with an individual in crisis so as to restore balance and	4
Hospital response: Accompanying or meeting a victim/survivor at the hospital, usually for a forensic exam	1
Counseling/support group: Individual or group counseling or support provided by a volunteer, peer, or professional	0
Criminal justice advocacy/Court accompaniment: Assisting a victim/survivor with criminal legal issues including preparing paperwork such as victim impact statements; accompanying a victim/survivor to a criminal court proceeding or law enforcement interview; and all other advocacy within the criminal justice system	0
Civil legal advocacy/court accompaniment: Assisting a victim/survivor with legal issues including preparing paperwork for protection orders; accompanying a victim/survivor to a protection order hearing or other civil proceeding; and all other advocacy within the civil justice system	2
Civil legal assistance: Civil legal services provided by an attorney	1
Victim witness notification: Notifying victims/survivors of case status, hearing dates, providing information regarding criminal process	0
Victim/survivor advocacy: Actions designed to help the victim/survivor obtain needed resources or services including employment, housing, shelter services, health care, victim's compensation, etc.	1
Other	0

Other Desc:

Close

Form View

start DWVFC DWVFS : Database (...) DCJS' DWF Main Swit... frmDVVFVictimsServices SDVVFVS User's Manu... 7:35 PM

This is an example of the “**Provided**” tab. In this example the appropriate numbers were entered.

Microsoft Access - [frmDVFVictimsServices]

Exit

Grant Number: 06-A888DV06 Year: 2006 Quarter: 1 Locality: Sweetwater

General People Trained Training Response Protocols Served Demographics Relationship Not Served Provided Civil Legal/Shelter/Protection Narrative

Refresh

Service Provided	Domestic Violence	Sexual Assault	Stalking
Protective Orders	1	2	1
Custody	3	4	0
Divorce	2	0	0
Child Support	1	0	0
Immigration Services	0	0	0
Other	0	0	0
Total:	7	6	1

13. Shelter Services

Shelter service	Number of victims/survivors	Number of family members	Number of bed days
Emergency shelter	2	1	3
Transitional housing	0	0	0
Total:	2	1	3

14. Protection Orders

	Emergency/preliminary protection orders	Final protection orders
Number of protection orders requested	2	1
Number of protection orders granted	1	1

Close

Form View

start DWFPD DWFVS : Database (DCJS' DWF Main Swit... frmDVFVictimsServices SDVVFVS User's Manu... 7:36 PM

This is an example of the “Civil Legal/Shelter/Protection” tab. In this example the appropriate numbers were entered.

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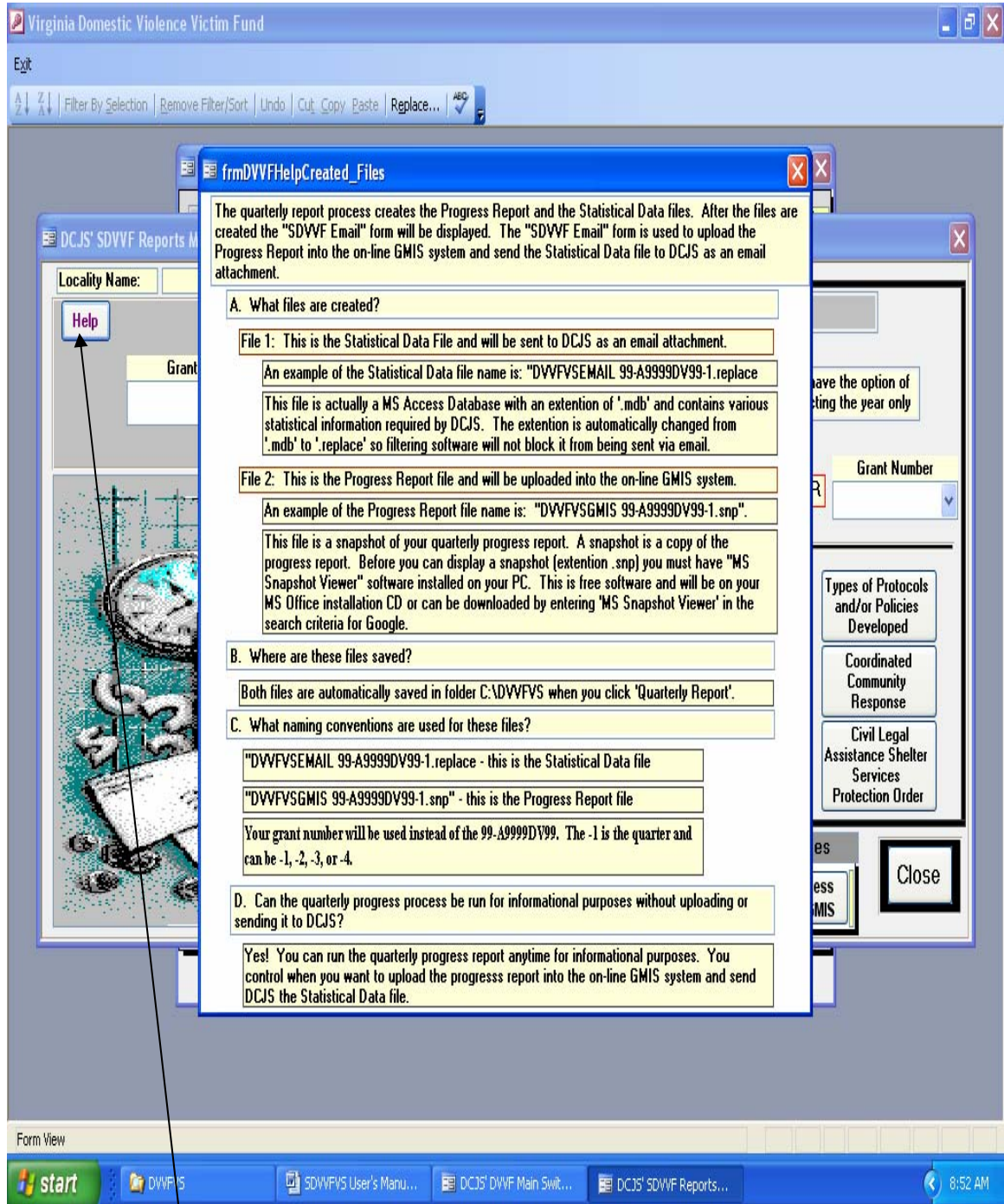
The screenshot displays the Microsoft Access application window titled "Microsoft Access - [frmDVFVictimsServices]". The application is in "Form View" and shows a form for a specific grant record. At the top, there are fields for "Grant Number: 06-A888DV06", "Year: 2006", "Quarter: 1", and "Locality: Sweetwater". Below these fields is a tabbed interface with the following tabs: "General", "People Trained", "Training", "Response", "Protocols", "Served", "Demographics", "Relationship", "Not Served", "Provided", "Civil Legal/Shelter/Protection", and "Narrative". The "Narrative" tab is currently selected and highlighted. A "Refresh" button is located in the top right corner of the "Narrative" tab area. The main content area of the "Narrative" tab is a large, empty text box with a vertical scrollbar on the right side. A "Close" button is located in the bottom right corner of the form. The Windows taskbar at the bottom shows the Start button and several open applications: "DWVPC", "DWVFS : Database (...)", "DCJS' DWF Main Swit...", "frmDVFVictimsServices", and "SDVVFVS User's Manu...". The system clock in the bottom right corner of the taskbar shows "7:37 PM".

This is an example of the “**Narrative**” tab. Can be used for any information deemed necessary.

There are **several reports** in the system that provides detailed information for data entered into the system. Selection by **year**, **year and period**, **year and quarter**, and **year and grant number**, are available.

The “**Quarterly Report**” supports the uploading of the Quarterly Progress Report into the on-line GMIS system and sending of the SDVVF Statistical data to DCJS via email.

There are also options for print/emailing/uploading backup progress report(s) and emailing of the statistical data file(s) to DCJS.



Pressing the “**H**elp” button displays this informational pop-up screen.

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Locality Name:

Help

Grant Number:

Quarterly Report

tblGrantNumber	tblYear	tblQuarter	LocName
06-A8888DV06	2006	1	Sweetwater
06-A8888DV06	2006	2	Sweetwater
06-A8888DV06	2006	3	Sweetwater
06-A8888DV06	2006	4	Sweetwater

Total Reports

Year: 2006

You have the option of selecting the year only

OR Grant Number:

Demographics

Victims Served

Training Content Areas

Types of Protocols and/or Policies Developed

Victims Relationship

People Trained

Not Served or Partially Served

Coordinated Community Response

Services Provided

Civil Legal Assistance Shelter Services

Protection Order

All Reports

Progress Reports/DVVF Stats Data Backup Files

Print Email Progress Report Snapshot

Email SDVVF Stats Data File

Upload Progress Report into GMS

Close

To run the quarterly report:

- Step 1:** Select the **Grant Number/quarter** from the drop down box.
- Step 2:** Press the “**Quarterly Report**” button.

Microsoft Access - [rptdvvfVictimsGeneral : Report]

Exit

Undo, Cut, Copy, Paste, Replace...

Export... Close

SDVVF Email

Print this Form Display Progress Report if hidden Close

Step # 1 - Below Progress Report file is ready for uploading into the GMIS system.

C:\DVVFVS\DVVFVSGMIS 06-A8888DV06-1.snp

Do you want to upload it now? If YES press the following link. When finished do Step #2.

<http://grants.dcjs.virginia.gov/>

Step # 2 - Below SDVVF database file is ready to be mailed to DCJS.

C:\DVVFVS\DVVFVSEMAIL 06-A8888DV06-1.replace

Option 1: Create your own email!

Create an email and attach the above file.

SEND TO: -----> sddvf@dcjs.virginia.gov

Option 2: Let SDVVF system create your email!

Do you want the SDVVF system to create the email now? If YES press the following button. (If this option does not work use option 1.)

Create Email

Page 1 of 12

Page: 1 2 3 4 5 6 7 8 9 10 11 12

Form View

start DVVFPC DVVFVS : Database (... DCJS' DVVF Main Swit... DCJS' SDVVF Reports... SDVVFVS User's Manu... 7:40 PM

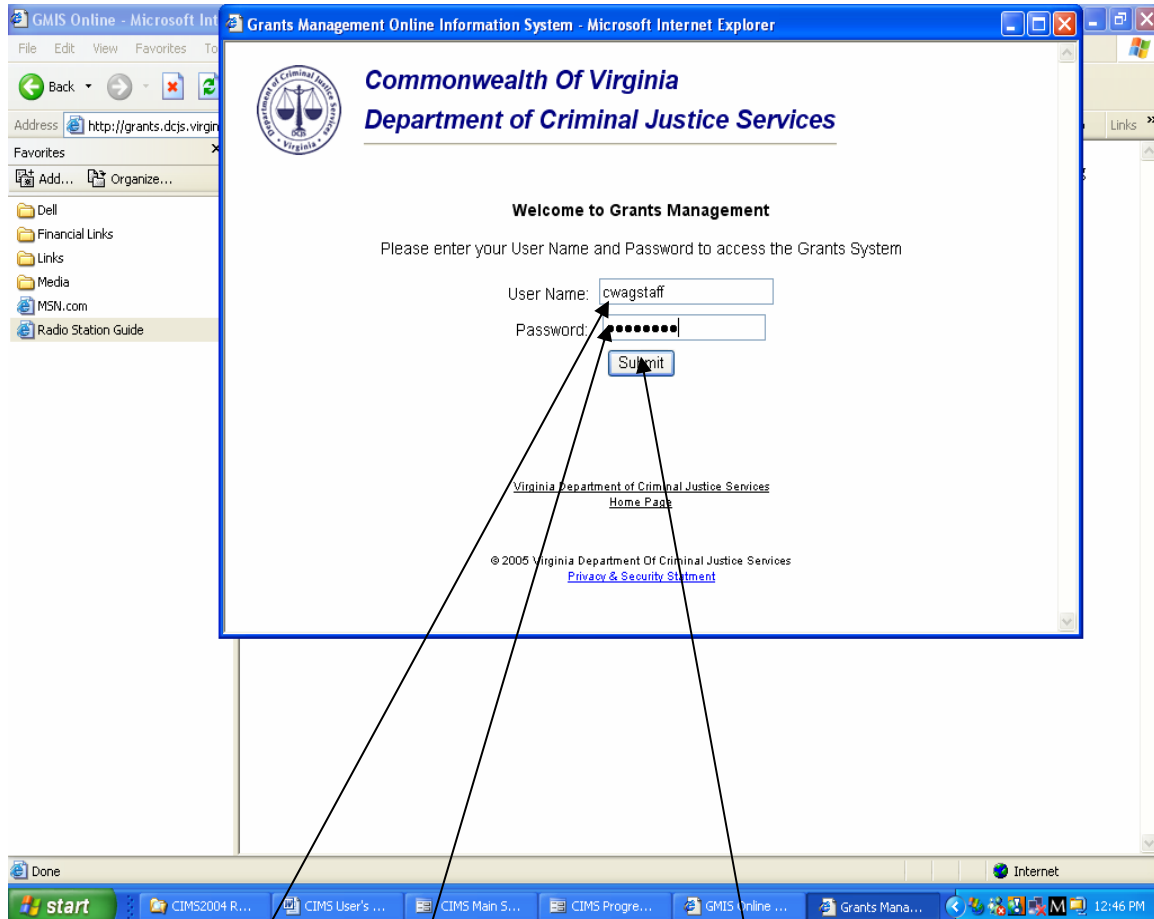
After pressing the **“Quarterly Report”** button, on the previous form, the system will automatically create two files, and save them in folder C:\DVVFVS. A **“Printing”** sub-form will be displayed for the two files. **Do not press the “Cancel” button or the file(s) will not be created.**

Using the **navigation buttons** at the bottom of the form you can move from page to page as needed. Printing the quarterly report can be done by pressing the **print icon** on the toolbar.

The **“SDVVF Email”** form will also be displayed. This form contains a **link** to the online GMIS web page to allow the uploading of the quarterly report into the on-line GMIS system. You can also send the SDVVF Statistical data to DCJS via email by clicking on the **“Create Email”** button. This process automatically generates the email ready for the SDVVF Statistical data file to be manually attached. This process may not work for all users and in those cases users must create their own email and attach the SDVVF Statistical data file to the email.

Note: If you are not ready to upload the quarterly report and/or send the SDVVF Statistical data to DCJS you can press the **“Close”** button on the **“SDVVF Email”** form. The quarterly report will still be displayed.

Upload Progress Report

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Enter your “**User Name**” and “**Password**” then press “**Submit**”. The user name entered above is an example only – you would enter your user name and password.

Note: The various GMS web pages, other than the one above, are not included in this documentation because GMS provides its own documentation once you log on.

When the web page is displayed that includes the “**Browse**” button you do not have to use the browse option to find the file – all you have to do is press “**Ctrl**” + “**V**” keys in the box to the left of the browse button. This will automatically paste (insert) the correct file for you.

Email SDVVF Stats Data

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Microsoft Access - [rptdvfVictimsGeneral : Report]

Exit

Undo Cut Copy Paste Replace...

Export... Close

SDVVF Email

Print this Form Display Progress Report if hidden Close

Step # 1 - Below Progress Report file is ready for uploading into the GMIS system.

C:\DVVFVS\DVVFVSGMIS 06-A8888DV06-1.snp

Do you want to upload it now? If YES press the following link. When finished do Step #2.

<http://grants.dcjs.virginia.gov/>

Step # 2 - Below SDVVF database file is ready to be mailed to DCJS.

C:\DVVFVS\DVVFVSEMAIL 06-A8888DV06-1.replace

Option 1: Create your own email!

Create an email and attach the above file.

SEND TO: ----> sddvf@dcjs.virginia.gov

Option 2: Let SDVVF system create your email!

Do you want the SDVVF system to create the email now? If YES press the following button. (If this option does not work use option 1.)

Create Email

Page 1 of 12

Page: 14 1

Form View

start DVVFPC DVVFVS : Database (...) DCJS' DVVF Main Swit... DCJS' SDVVF Reports... SDVVFVS User's Manu... 7:40 PM

After uploading the Progress Report attach the SDVVF Stats data file to an email and send it to DCJS at vwcims@dcjs.virginia.gov.

Option 1: (Try Option 2 before Option 1)

Open a new email:

- To: sdvvf@dcjs.virginia.gov
- Attach the above file (your file will include your grant number and quarter)
- Send the email

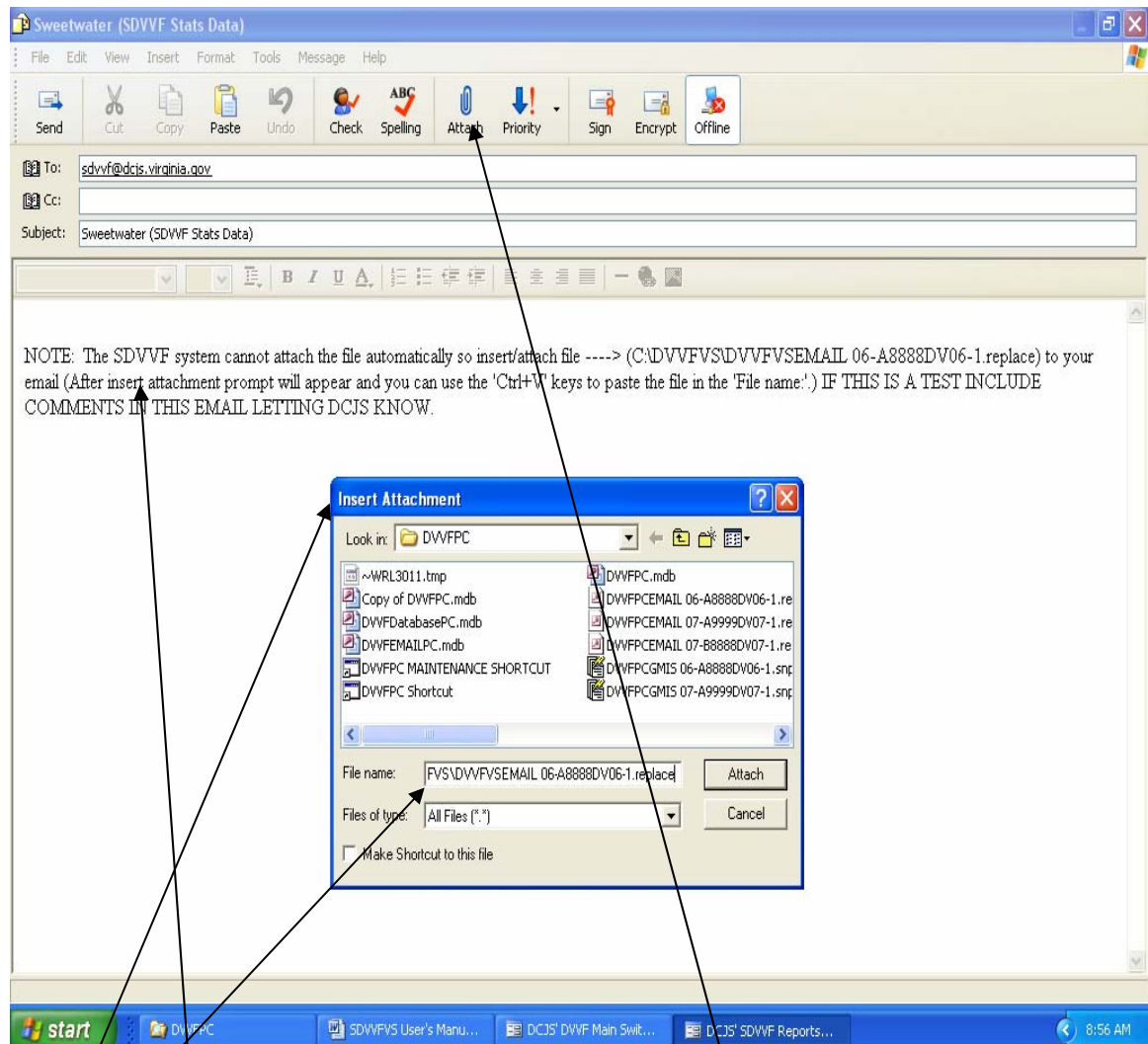
Option 2: (on next page)

Option 2: (this option may not work for all Programs- if this option does not work use option 1).

Click on the “**Create Email**” button. This process will automatically create an email, but the attachment must be inserted before sending the email to DCJS.

In this example file “**DVVFVSEMAIL 06-A48888DV06-1.replace**” will be sent to DCJS.

Continue with next page.



Follow the **instructions** in the email. Press the **attach icon button** and the “**Insert Attachment**” form will be displayed. Move the cursor to the “**File name:**” and press “**Ctrl+V**” to paste the file name in the “**File name:**” field. Press the “**Attach**” button. The last step is to press the **Send** button.

The other option is to press the “**Look in:**” drop down box and select folder **C:\DVVFVS**, select the appropriate file, and then press the “**Attach**” button.

Note: Your screen may be slightly different than this one. Your screen may include “**Insert**” instead of “**Attach**” and/or some other option to attach the file to the email.

Continue with next page

Microsoft Access - [rptdvfvVictimsGeneral : Report]

Ext

Undo Cut Copy Paste Replace...

Export... Close

SDVVF Email

Print this Form Display Progress Report if hidden Close

Step # 1 - Below Progress Report file is ready for uploading into the GMIS system.

C:\DVVFVS\DVVFVSGMIS 06-A8888DV06-1.snp

Do you want to upload it now? If YES press the following link. When finished do Step #2.

<http://grants.dcjs.virginia.gov/>

Step # 2 - Below SDVVF database file is ready to be mailed to DCJS.

C:\DVVFVS\DVVFVSEMAIL 06-A8888DV06-1.replace

Option 1: Create your own email!

Create an email and attach the above file.

SEND TO: -----> sddvf@dcjs.virginia.gov

Option 2: Let SDVVF system create your email!

Do you want the SDVVF system to create the email now? If YES press the following button. (If this option does not work use option 1.)

Create Email

Page 1 of 12

Page: 1

Form View

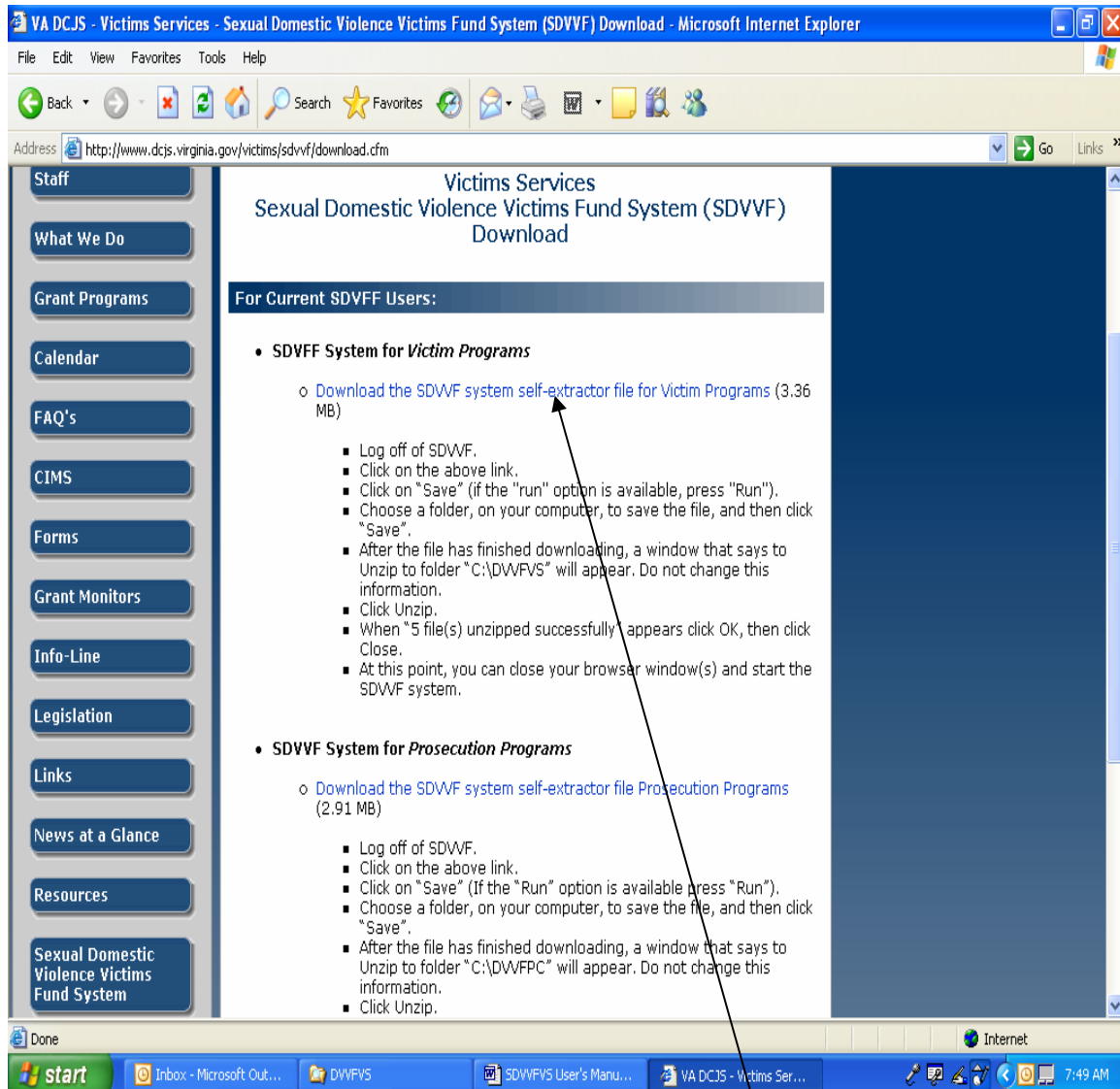
start DWVFPC DWVFVS : Database (DCJS' DWVF Main Swit... DCJS' SDVVF Reports... SDVVFVS User's Manu... 7:40 PM

After sending the email to DCJS you will return to this form.

You have completed the GMIS upload and you have emailed the SDVVF Stats Data file to DCJS (address: sddvf@dcjs.virginia.gov). You can close the above SDVVF EMAIL form and report.

Download the SDVVF System

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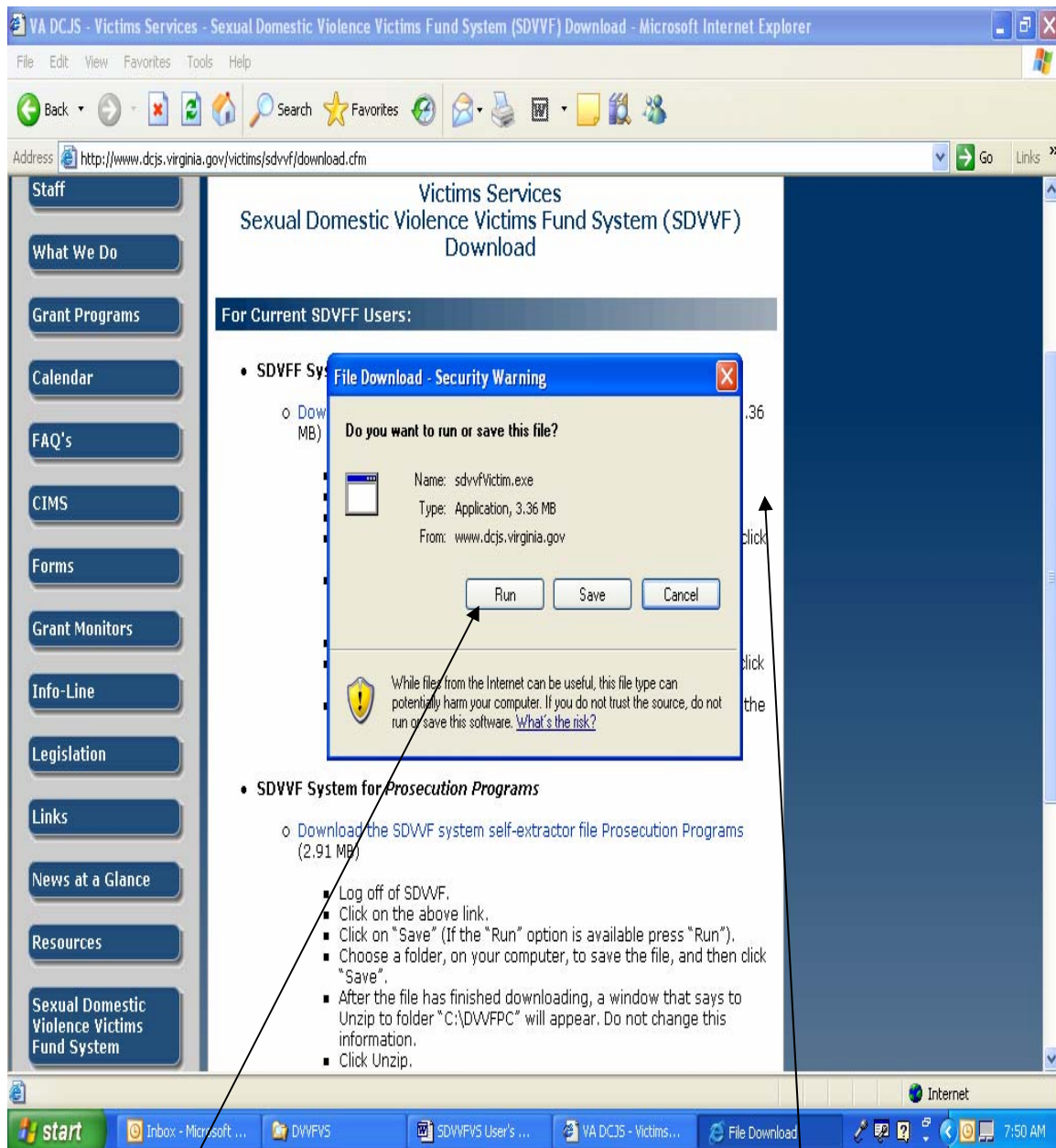


Important: Victim Programs press the “Download the SDVVF system self-extractor file for Victim Programs” link.

Do not press the link for “Prosecution Programs”.

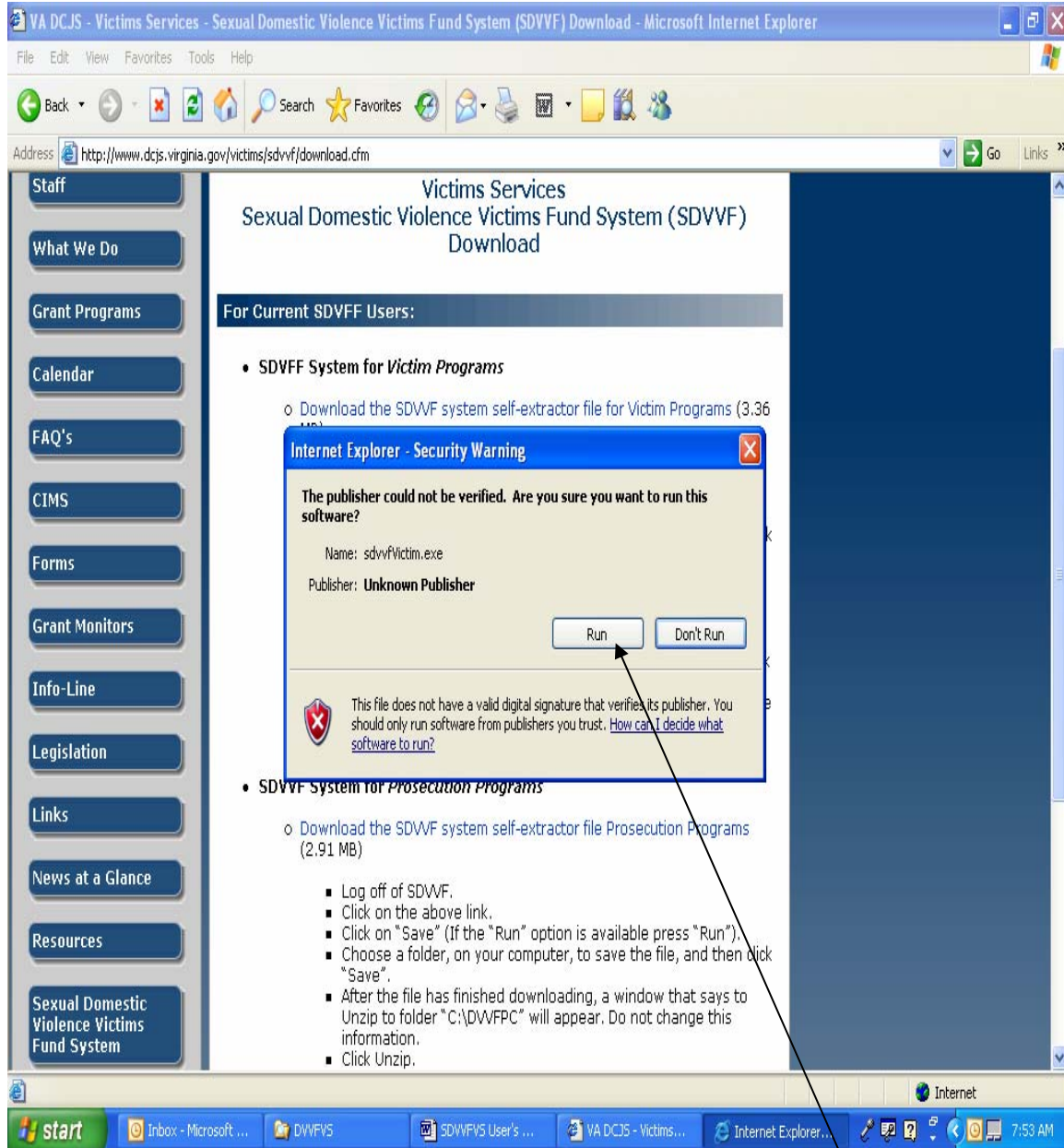
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Press the “Run” button.

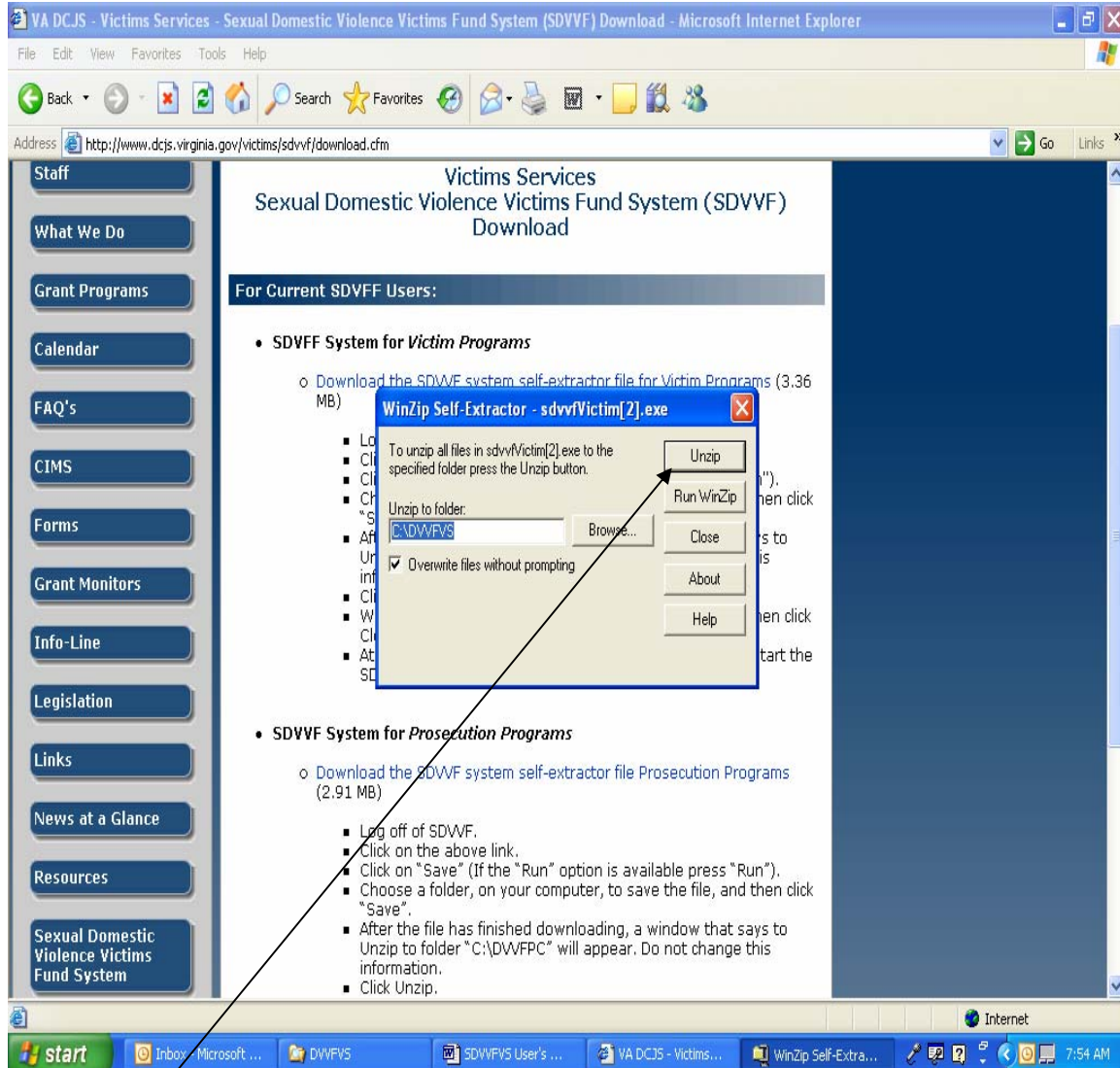
Note: Your options may be different than the options above. You may not get the “Run” button, but instead get the “Save” button. Follow the instructions on the web page for directions.



Note: You may not get the above screen, but if you do press the “Run” button.

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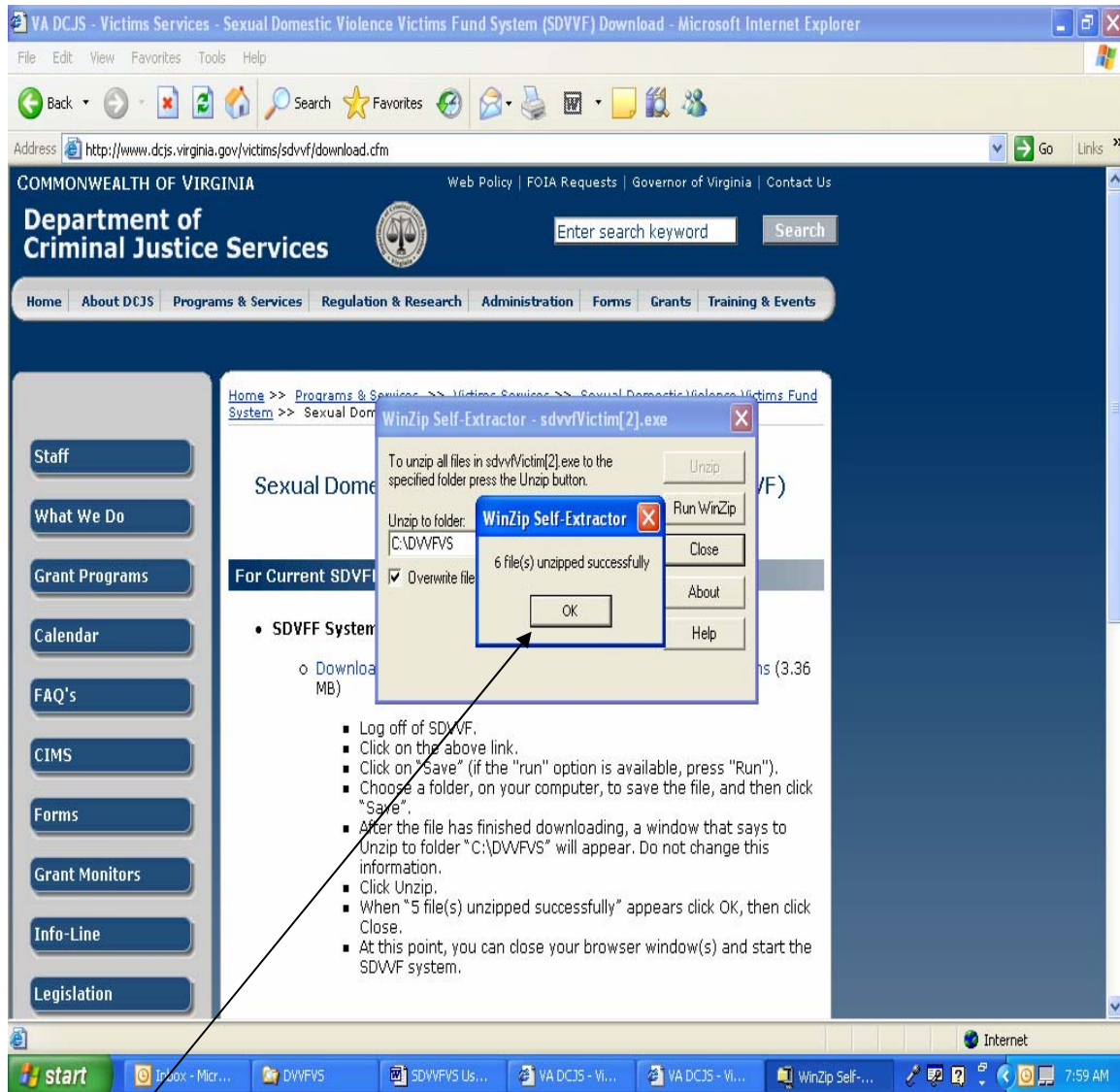


Press “Unzip” button.

Do not change anything on this pop up form.

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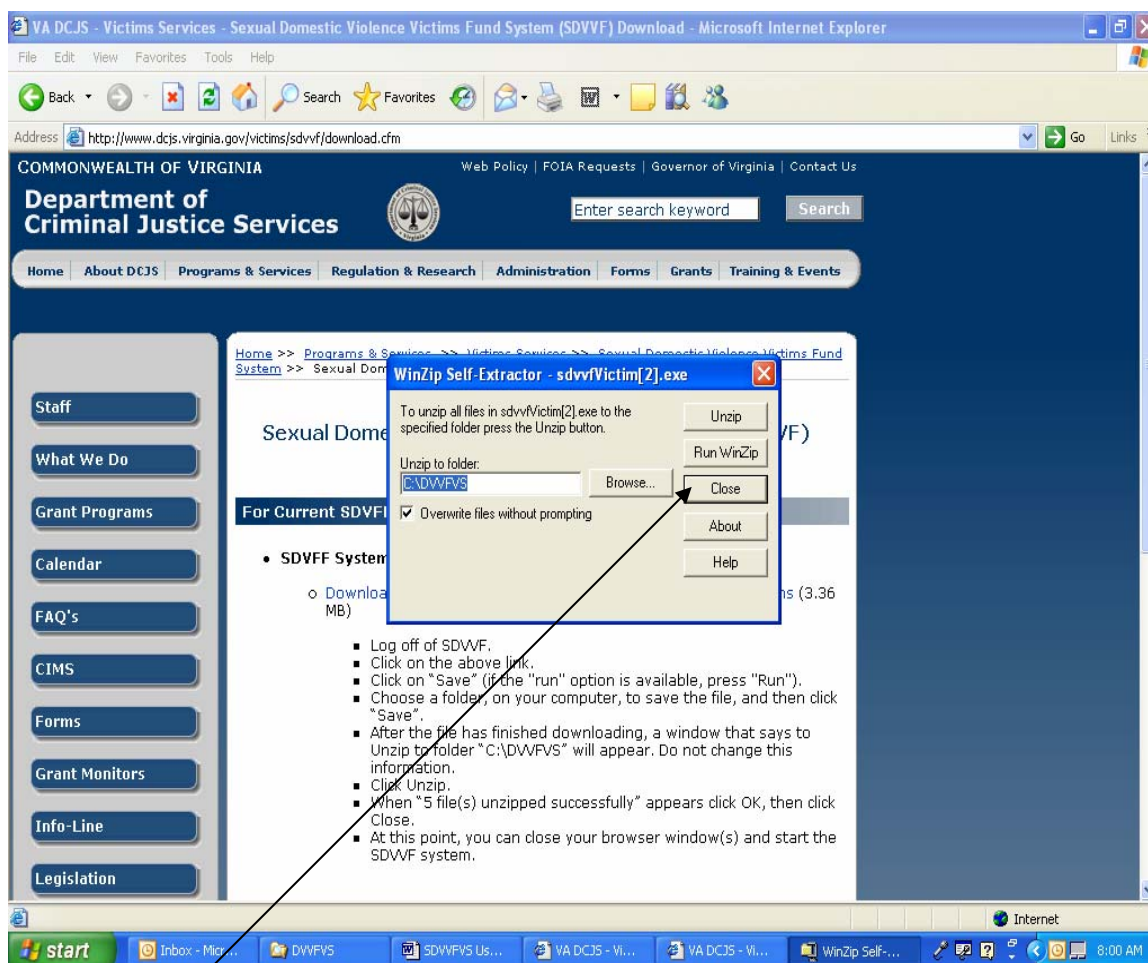


Press “**OK**” to continue.

During testing **six (6)** files will be downloaded. After testing **five (5)** files will be downloaded.

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Press the “Close” button.

Download has been completed. System files have been included in folder **C:\DVVFVS**.

Is this the first time you have downloaded the system? If yes then you need to set up a shortcut to open the application. You can do this a couple of ways, but the easy way is to use the shortcut downloaded as one of the five files downloaded for each system:

- In folder **C:\DVVFVS** there is a file named **"DVVFVS Shortcut"**

You can drag and drop it to your desktop or right click on it and use the **"Send To" + "Desktop (create shortcut)"** option.

After creating your shortcut you are ready to use the system.

‘Write Conflict’ Message

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Virginia Domestic Violence Victim Fund - [frmDVVFVictimsServices]

Grant Number: 06-A8888DV06 Year: 2006 Quarter: 1 Locality: test

General People Trained Training Response Protocols Served Demographics Relationship Not Served Provided Civil Legal/Shelter/Protection Narrative

4. Training Content Areas

Sexual Assault, domestic violence, and stalking

- ☒ Advocate response
- ☒ Child Witnesses
- ☒ Confidentiality
- ☒ Dating violence overview, dynamics and services
- ☒ Mandatory reporting requirements
- ☒ Safety planning for victims/s
- ☒ Sexual assault overview, dyn
- ☒ Stalking over, dynamics and
- ☒ Supervised visitation and ex
- ☒ Other

Other Desc:

Justice System

- ☒ Civil court procedures
- ☒ Criminal court procedures
- ☒ Domestic violence statutes/c
- ☐ Firearms and domestic violence
- ☐ Immigration
- ☐ Identification and arrest of predominant aggressor
- ☐ Judicial response
- ☐ Law enforcement response
- ☐ Pro-arrest policies
- ☐ Probation response
- ☐ Prosecution response
- ☐ Protection orders (including full faith and credit)
- ☐ Sexual assault statutes/codes
- ☐ Sexual assault forensic examination
- ☐ Stalking statutes/codes
- ☐ Tribal Jurisdiction and Public Law 280
- ☐ Other

Other Desc:

Underserved populations

- ☐ live in rural areas
- ☐ are American Indian or Alaska Native
- ☐ are Asian
- ☐ are Black or African-American
- ☐ are disabled

Other Desc:

Community response

- ☐ Coordinated community response
- ☐ Response teams (DART, DVRT, SART)
- ☐ Technology
- ☐ Equipment
- ☒ Other

Other Desc:

Write Conflict

This record has been changed by another user since you started editing it. If you save the record, you will overwrite the changes the other user made.

Copying the changes to the clipboard will let you look at the values the other user entered, and then paste your changes back in if you decide to make changes.

Save Record Copy to Clipboard Drop Changes

Close

In a networking environment (more than one person using the system) you may get the above “**Write Conflict**” message when more than one person at a time is changing the same record. This is a normal process to ensure that no more than one person at a time can change the same record at the same time.

Take the following action:

- **Recommended:** Press the “**Drop Changes**” button so the other person’s changes are kept. You can enter your changes later.
- **Optional but not recommended:** Press the “**Save Record**” button so your changes are kept and not the other persons.
- **Not recommended:** Press the “**Copy to Clipboard**” button.